

RECORDING SECRETARY

1. The Recording Secretary keeps a correct record of all meeting of the Club.
 - a. In a small club like the one I belong to, the By-Laws read as follows:
 - i. “The Secretary shall take minutes of all meetings of the Club and the Executive Board, reading said minutes for approval at Club meetings, maintaining records for the Club, handle any club correspondence and maintaining an up to date list of members and their addresses.”
 - ii. In a small club the Secretary might also handle the newsletter.
 - b. In larger clubs, there may be a Corresponding Secretary who handles the correspondence, sending cards, etc. and the newsletter would be handled by a separate committee.
2. Club minutes may be required to set up a bank account.
 - a. During the transition of the Treasurer, the Club Minutes are required as proof that a new Treasurer has been elected by the Club.
3. The Recording Secretary shall be the custodian of all records and papers pertaining to the Office.
 - a. Again, in a small club this is not more than a small box full of records.
 - b. Larger clubs will have a different method of keeping their records. How does your club handle this situation?
4. Minutes are a written record of the meetings.
 - a. For example: the treasurer’s report; announcements; committee reports; Board recommendations; discussions and motions. (Keep it simple and to the point.)
 - b. Minutes should be approved by the club members or the board of directors. Any errors or omissions shall be corrected by the secretary before being entered into the official records.
 - c. Many clubs now get their minutes through email (which saves on expenses).
5. Some clubs keep a “Book of Motions”.
 - a. Larger clubs do this which makes it easier to confirm motions made and how they are worded and what action was taken. In my small club however, it has never been an issue. In an organization as large as Michigan Garden Clubs, Inc. a record of the motions is kept but is rarely, if ever, referred to. What are your thoughts?
6. When a new Secretary is elected, how are these documents passed on?
 - a. Real simple if you are a small club; here is “the” box. But again, a large club has more problems passing on and storing the sometimes, boxes of information. What does your club do? A good outgoing Secretary will also help the newly elected Secretary transition into his or her new job and, as in any position that is a much appreciated gift.