

Secretary



RECORDING SECRETARY

One of the cornerstones of good written communication is the clear, concise expression of ideas or information. The recording secretary, through good written communication, is an important contributor to the history of her council.

DUTIES of the RECORDING SECRETARY

The recording secretary shall:

- assist the president in preparing the agenda for meetings
- list all correspondence to be brought to the meeting
- notify members of the time and place of the meeting
- distribute copies of the minutes of the previous meeting prior to the meeting
- record the minutes of meetings (for a sample of meeting minutes see the *National Manual of Policy and Procedure* or the *Handbook for Secretaries*)
- retain minutes as a permanent record
- bring the minute book containing past minutes to meetings
- be a signing officer for official documents
- be responsible for receiving reports from the executive
- provide the president with a copy of the executive members' annual reports to assist in preparing the president's annual report
- be responsible for all council papers and records
- keep a copy of each executive member's monthly and annual reports

The recording secretary should:

- know where the council charter is located
- know where council archives are located
- read the minutes of the previous meeting and bring to the attention of the president any items that should be brought forward
- read the minutes at the meeting
- be aware that, in a parish with a corresponding secretary, the list of all correspondence is the responsibility of the corresponding secretary
- see the *National Manual of Policy and Procedure*, or the *Handbook for Secretaries*
- refer to communiqués and/or annual reports from all levels

RESOURCES and REFERENCES

The Canadian League magazine – a list of articles pertaining to each standing committee, as well as copies of individual articles, are available from national office.

Communiqués from national chairpersons are regularly posted on the League Web site: www.cwl.ca.

The following are available from national office:

- *National Manual of Policy and Procedure*
- *Constitution & Bylaws*
- *Handbook for Secretaries*
- *Resource List*

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