**Specific Responsibilities and Duties of the Recording Secretary shall:**

 · Attend all regular monthly business and board meetings.

 · Report at business meetings on the activities, projects, etc., particular to her responsibilities.

· Keep records of all proceedings of organization meetings and act as custodian of all records and official papers.

· Be prompt in writing and publishing minutes. Place in the minutes what was done (motions, actions), not what was said or what is the opinion of the secretary. Be concise with your notes.

· · Know the bylaws and become familiar with them as they may contain additional duties.

· Keep records of the activities of her office and pass these on to her successor. Correspondence as requested by the president.

· In the absence of the president and vice president, call the meeting to order and preside until a chair pro-tem is elected.

 · Serve on committees as delegated by the president. · Attend leadership training when offered, regional council gatherings and diocesan meetings.

 · Attend your annual council planning meeting

--from http://spps.noacsc.org/files/5913/9143/6967/NATIONAL\_COUNCIL\_OF\_CATHOLIC\_WOMEN\_GUIDELINES.pdf