

# Spring Fling Committee

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## **RECORDING SECRETARY**

(Minimum 2 years sobriety)

### **Standard Duties**

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings. This is important in order to maintain group cohesiveness, to participate and exchange ideas, and to maintain a quorum when voting on issues.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide leadership in their specific area and to initiate action necessary for a successful conclusion.

### **Officer Duties**

- Record and take minutes at all meetings.
- Transcribe minutes and provide a copy to all committee members by email a week before monthly committee meeting. The original is filed in the archive binder.
- Prepare and provide Agenda for each meeting. Bring extra copies of minutes and agenda to the committee meeting.
- Maintain a current committee member list to be distributed to all members. This list includes position title, name, e-mail, home and work numbers. The list is to be updated and distributed as changes occur within the committee.
- Submit periodic invoice to Treasurer for reimbursement of supplies needed to provide monthly minutes.
- A mini recorder is available for the Recording Secretary's use.