



JOB DESCRIPTION: RECORDING SECRETARY

Type of Position: Executive Committee Member
Term: 2 years (2019/20 & 2020/21 School Years)
Time Commitment: Medium

RAM RAC is currently seeking Recording Secretary for the 2019/20 & 2020/21 school years – with duties being assumed on or about June 13, 2019.

It is anticipated that the overall level of commitment of the Secretary would on average be 1-2 hours a week, with meeting weeks being slightly more given time required for prepping for and attending both Executive Board and RAM RAC committee meetings.

❖ **Duties for the secretary include:**

- **Maintain all records**
 - ✓ Help maintain records & Documents on RAM RAC Google Drive & Box.com
 - ✓ Maintain accurate list of all Member Club officers and provide on-going updates to District Business Administrator
 - ✓ Maintaining physical & digital custody of RAMRAC's records
 - ✓ Assist in reviewing, maintaining and responding to all correspondence addressed to RAM RAC
- **Sends out Yearly Meeting calendar to full membership**
 - ✓ Using RAM RAC account, secures facilities for each Board & Membership meeting
 - ✓ Send reminders one week prior to each Board & General meeting telling date, time, place, and agenda decided upon among the RAM RAC board and input from member clubs
- **Take minutes at each meeting and report at the following meeting**
 - ✓ Recording minutes at all RAMRAC meetings – including all motions approved by RAM RAC so they can be put into action
 - ✓ Prepare minutes of each RAMRAC meeting, and reading and distributing copies of the minutes at the next meeting & records all corrections to Minutes
 - ✓ Send reminders for action items within one week of meeting and reminders for next meeting one week prior to meeting
 - ✓ Record meeting attendance and committee listings
 - ✓ Post Agendas and Meeting Minutes to Box.com and Website
 - ✓ Signs Board Minutes to attest to their accuracy.
- **Incorporating all amendments into the bylaws and ensuring that signed copies of the bylaws with the latest amendments are on file in the Corporate book**
- **Assisting with the June transfer of records to the incoming executive board**
 - ✓ Orients the new Secretary as needed
- **In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.**



- Makes sure members are notified of Annual General Meetings. In the absence of the Chairperson and Vice-Chairperson, chairs Board meetings until the election of an alternate Chairperson.

❖ **General Executive Committee Board member duties include the following:**

- Attend meetings and show commitment to Board activities
- Be well informed on issues and agenda items in advance of meetings;
- Participate on one or more committees or in an ad hoc manner, as requested by the Board President, Vice-President
- Monitor public response to the work and policies of RAMRAC
- Participate in Board orientation meetings to ensure organizational
- Provide candid, open and honest feedback and evaluation when appropriate
- Take initiative in informing the organization about opportunities for program development
- Identify individuals in the community for volunteer participation or funding support
- Support the organization and its officers in times of crisis or controversy
- Provide sensitivity and support to staff member and other Board members as they perform their duties
- Exercise loyalty to the RAMRAC and it's members, and respect confidentiality regarding internal affairs
- Provide leadership within the Board and in the community on behalf of the RAMRACX and its programs;
- Serve as an informal advocate for RAMRAC in the community