

RECORDING SECRETARY

The Recording Secretary is responsible for keeping an accurate recording of the proceedings of The Weeders Business Meetings and Executive Committee Meetings.

Meeting Agendas: The President should provide the Recording Secretary with a hard copy and/or electronic version of the Agenda to work when taking the minutes.

The minutes should include, but not be limited to, the recording of announcements, discussions; any voting that occurs and reports from the various committees. The Budget Report and Treasurer's Report presented at the meeting are sent as attachments to the minutes.

For the Annual Meeting, the Recording Secretary is provided with both an electronic copy and a hard copy of all of the Committee Reports. These reports are attached electronically to the minutes of the Annual Meeting. Should a Committee Chair be unable to attend the Annual Meeting, the Recording Secretary or President will read the report to the membership in her absence.

In the event that minutes from a previous meeting are amended, she ensures that the changes are documented, and the minutes are re-circulated for approval.

The Recording Secretary maintains both an electronic file and hard copy binder of all approved meeting minutes. At the end of her tenure, she passes the electronic file on to the newly elected Recording Secretary and the hard copy binder to the Historian/Archivist.

The Recording Secretary is not expected to summarize all discussions and reports.

Process for Approval & Distribution of Minutes:

1). Regular Meetings/Business Meeting Minutes Distribution and attachments:

- Within one week of a Regular Meeting/Business meeting, the Recording Secretary provides a draft of the minutes to the President for her review and to make any corrections and/or additions.
- Once the Recording Secretary receives the President's input, she makes the requested changes/additions and returns the corrected minutes to the President for her final approval.
- When final approval is received, the Recording Secretary changes the file name to FINAL Minutes, Month, Date, and Year and adds the same to the footer of the minutes, so everyone knows they are the FINAL version.
- She then sends the final document with attachments to the President who sends the package to the Corresponding Secretary for distribution, and to the Website Administrator for posting.

- The Corresponding Secretary distributes the Minutes and attachments electronically to all members.
- In the case of the Annual Meeting, an electronic copy of all committee reports is to be attached to the Minutes. Hard copy of the minutes and reports is provided to the Archivist/Historian
- The Final Approval of the Minutes occurs at the next scheduled business meeting of The Weeders. This is done with a motion to approve, a 2nd to the motion and a vote of all members.
- Approved Minutes for each year are kept in an electronic folder and in a physical binder.

2). Final Meeting Minutes that need correcting:

- At the next meeting the President asks for approval of the minutes, and if someone has a correction to make, they so state.
- The minutes then can get approved “with corrections”.
- The Recording Secretary includes these comments in the meeting minutes. She also corrects the minutes in question and those corrected minutes get sent back out with the Final, current meeting minutes so everyone has the corrected minutes.
- The footer of the corrected minutes should show:
Final minutes, month, day, Year; Corrected, month, day, year
(As in: FINAL Minutes March 20, 2019; Corrected April 8, 2019)

3). Executive Committee Minutes Distribution and Attachments:

- Within one week of an Executive Committee meeting, the Recording Secretary provides a draft of the Minutes to the President for her review and to make any corrections and/or additions.
- Once the Recording Secretary receives the President’s input, she makes the requested changes/additions. The FINAL document plus any attachments (Treasurers Report, etc.) is sent back to the President via email.
- The President distributes the Minutes electronically to all Executive Committee members.