

NCEMGVA Recording Secretary Position Description

The **Recording Secretary** records the minutes at all meetings of the Association.

Recording Secretary Requirements

1. Elected by the Association members from among the membership.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. Serve a minimum 2 year term

Recording Secretary Responsibilities

1. Keeps accurate minutes of all meetings.
2. Keeps a record of attendance of all officers and voting representatives.
3. Is a member of the Executive Committee.
4. Serves as historian for the Association.
5. Performs other duties as requested by the President.
6. Is a voting member of the Board of Directors.