

NCAMOTC Procedures – Recording Secretary

I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization. Review Article VII, Chairs and Duties.
2. **Procedures** Keep procedure binder in proper order. Make all necessary insertions, corrections, as needed.
3. **Correspondence**
 - (a) Outside NCA—Use NCA logo on all correspondence.
 - (b) Within NCA—Email (send to recipient’s NCA email address whenever possible).
 - (c) All revised procedures, bylaw changes and other important correspondence needs to be printed and put in your binder under the appropriate section.
 - (d) Copy all emails to President, Membership, and Communication Vice Presidents.
4. **Expense** Submit expense voucher(s) and receipts to the Treasurer for reimbursement. (No later than Dec 15th annually).
5. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
6. **OIC** You are the Officer in Charge of: Historian and Chaplain
7. **Binder** Retain only last two (2) years of information.
8. **Files** Maintain files of all pertinent material.
9. **Review Files** at the end of term and see they are in proper order for your successor.

II. SPECIFIC DUTIES

1. Be responsible for taking minutes at all business and board meetings. If unable to attend you need to find a suitable replacement to take the minutes.
2. After every meeting:
 - (a) Type the minutes using <http://managementhelp.org/boards/sample-minutes.htm> as the format. See below for additional guidelines.
 - (b) Forward the typed minutes to the two approvers (as assigned at the meeting) and the NCA President.
 - (c) Discuss or implement any changes.
 - (d) Post the completed minutes to the Facebook files within 60 days.
 - (e) Email the completed minutes to all Board members, NCA chairs and NCA Reps.
3. Have motion forms available at all meetings. Motions must be numbered sequentially. After every meeting make a copy of all motions and send to Parliamentarian and President.

III. GUIDE FOR MINUTES

1. Minutes are to include the following:
 - (a) Date
 - (b) Time
 - (c) Place of meeting
 - (d) Hosting club
 - (e) Presiding officer
 - (f) Presence of quorum
 - (g) Record of all action taken
 - (h) Details of all motions and vote result
(Name of seconder of motion not necessary)