

UPDATED: AUGUST 2025

POTOMAC VALLEY WATERCOLORISTS

Recording Secretary Position Description

Average hours/month: Varies with Projects

Months where there are meetings @4 hours.

Responsibilities include;

Maintaining accurate records

- Taking minutes
- Documenting decisions
- Ensuring that the official record is up to date
- Maintain archive of minutes
- Transfer minutes to potentially searchable repositories or archives for future recording secretaries.
- Assume responsibility for on line records management once it is established.

Keeping track of board member attendance

May handle other record-keeping tasks within the organization.

Best Practices

After proofing the minutes, submit to the president for initial review. When returned by the president, minutes shall be sent to all board members for further review and finalization.