

## **BCCA RECORDING SECRETARY JOB DESCRIPTION**

**Purpose:** The recording secretary shall keep a record of all meetings of the club and of the board of directors and of all votes taken by mail and of all matters of which a record shall be ordered by the club or by the board of directors. He/she shall notify the members of meetings of the club and officers and directors of their election to office, and shall carry out such other duties as are prescribed in the by-laws or directed by the board of directors.

### **Duties:**

1. Keep a record of proceedings at all meetings of the club and of the board of directors.
2. Keep a record of all votes conducted by mail and of all business ordered by the club or by the board of directors.
3. Take minutes at the ABM & AGM and at all monthly meetings or special meetings of the Board.
4. Prepare minutes for distribution to the board members and for publication in the newsletter and on the BCCA website.
5. Mail monthly packet to board members including: minutes, officers' reports, correspondence, committee reports, discussion sheets, and all other pertinent material. .
6. Correspond with the AKC as needed.
7. Set up conference calls as needed for board business.
8. Send mail ballots to membership and newsletter as needed (i.e. election. special ballots and judges ballots) and count votes.
9. Maintain and update the standing rules at all times for the board and on the website.
10. Monitor all deadlines as proscribed by the bylaws and standing rules.
11. Participate in all Board meetings, the ABM, and the AGM.

### **Qualifications:**

1. Member of the BCCA for at least two consecutive years.
2. Note taking, typing skills, computer skills are a necessity.
3. Knowledge and understanding of BCCA bylaws, standing rules, and Robert's Rules of Order.
4. Organizational skills and punctuality are necessities.