

RECORDING SECRETARY

The Recording Secretary serves for a one year term of office and should be able to attend all meetings of the Executive Board and Assembly.

Preparations and Responsibilities

Prior to each Executive Board and Assembly meeting:

1. Prepare an attendance list to be signed by those present (including their position in AMTNYS).
2. Check the cassette recorder to be sure that it is functioning properly and have enough blank tapes available to record the proceedings (three to six hours or more, depending on the meeting).

During each Executive Board and Assembly meeting

1. Set the cassette recorder in an appropriate location to record all presentations and discussions. Have the President request people speak louder, come to the front of the room, or use a microphone when appropriate.
2. Take accurate minutes. Include the location (room, building, and city), call to order time, adjournment time, and all pertinent information. Prepare blank motion forms to include: the name of the person making a motion and/or an amendment to the motion; the name of the person who second the motion and an accurate the wording of the motion. The entire motion, maker and seconder, and a result of the vote should also be recorded as part of the official minutes of the meeting. Also include any relevant announcements, proceedings, or decisions that were made.
3. Read the minutes or a summary of them from previous meetings when requested by the President.
4. Have previous minutes and records available as reference material.
5. Collect four copies of each report presented at the meeting. Be sure to get a copy for yourself, as well.

After each Executive Board and Assembly meeting

1. File the four copies of each report presented at the meeting.
2. Prepare a draft copy of the minutes of the meeting and send to the President for approval. This should be done within one month of the meeting.

3. Make corrections to the minutes as requested by the President and send one good copy to the President immediately.
4. Keep the tapes of previous meetings for at least two years. Label them accurately and store them carefully. Recycle older tapes.
5. Send the motions forms, along with the result of the vote, to the Executive Secretary so that they can be recorded accurately for the AMTNYS Handbook.

At the Annual Business meeting

1. Take brief, but accurate minutes of all business conducted. The business at this meeting might include voting on a slate of AMTNYS officers, voting on changes to the Constitution and By-Laws, and any other matters of importance presented by the general membership of the Association.
2. It is not necessary to have an attendance roster.
3. If there is going to be a lot of business, you should use the cassette recorder.

At the end of your tenure

1. Have the four copies of materials that you have been collecting and filing throughout the year separated into three packages for the incoming President, the incoming President elect, the Historian, and the last copy for the Recording Secretary's records.
2. Give the incoming Recording Secretary the book of minutes and reports to which you have added all the minutes of all the meetings which took place during the previous year. Usually three years of records are kept in this book for ready reference. (Check with the President before removing a set of records.)
5. Give the incoming Recording Secretary the cassette recorder and extension cord at the Annual Conference Meeting prior to the Executive Board meeting.
4. Transfer all the previously used tapes to the incoming Recording Secretary at the Annual Conference Meeting.