

TEXTILE SOCIETY *of* AMERICA

SECRETARY

Tenure: The Recording Secretary serves four years on the Board and may be elected for a further four-year term.

Job Description: As an Officer, the Recording Secretary is a member of the Executive Committee of the Board. The Recording Secretary records minutes of all Board meetings (Executive Committee and Full Board), and keeps records of all e-mail decisions and interim decisions of the Executive Committee made during the interim between Board meetings, which are to be presented to the Executive Committee and Full Board at the beginning of each meeting, and included in the minutes. Committee Reports are to be included with Board Meeting minutes. The Recording Secretary also records minutes of the General Membership Meeting, held biennially generally during the Symposium. The Recording Secretary shall attend the biannual meetings of the Board, as well as the biennial meeting of the General Membership, and distribute the minutes of these meetings to the Board in a timely manner. A formal record of minutes of all meetings, shall be retained by the Recording Secretary and deposited periodically with the TSA Archives, at present, at the conclusion of the Recording Secretary's term of office (schedule to be reviewed by the Archives Committee).

The minutes should include all Committee reports, those of the Executive Committee and the Full Board, including decisions taken by e-mail and by the Executive Committee, as well as minutes of the General Membership Meeting held biennially.

Specific Responsibilities:

- The Recording Secretary shall send out reminders by e-mail to Board Members and Committee Chairs two weeks in advance of each Board meeting. [Note: this is a legal requirement for notification in compliance with 401c3 status of the organization.]
- The Recording Secretary attends the Executive Committee meetings and selected Committee meetings at the Board of Directors meetings.
- Minutes of the Board meetings and Executive Committee shall be circulated to all Board members within two weeks of each meeting, soliciting corrections to the minutes.
- The Recording Secretary shall distribute amended minutes in final form to all Board members A copy is also to be distributed to TSA National Office after each Board meeting, and a copy to be deposited with TSA Archives at the end of the Recording Secretary's term, or as determined by the Archives Committee. Note: The Recording Secretary should participate in or chair the Archives Committee.
- Copies of any official correspondence of the corporation shall be retained for the Archives.
- The Recording Secretary shall maintain copies of all Executive Committee and Board decisions made via email between Board meetings, report them at the next Board meeting and enter them in the minute book.
- In recording minutes, the Recording Secretary shall indicate all motions in boldface, and provide the numbers for-against, and whether the motion passed or was defeated. In general, Board minutes shall include approval of minutes of previous meeting; recording of decisions taken by e-mail and/or by the Executive Committee in the interim between meetings; a Treasurer's Report; Committee Reports; Unfinished Business; New Business; Note: The recording of motions in boldface facilitates checking past decisions.