

Recording Secretary

Job Description: 2-year renewable, Officer, voting

In addition to the general TSA Board responsibilities, the Secretary records and summarizes the minutes of all Board and Executive Committee meetings, archiving the organization's records.

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. The Recording Secretary should also keep a record of all electronic votes and decisions by the full Board in the interim between meetings. The Recording Secretary also records minutes of the General Membership Meeting.

Note: The agenda for the Executive Committee meetings, and agenda for the Full Board meetings are set by the President in consultation with the Executive Committee (and the Board). Agenda for Committee meetings are set by the Chair of each committee, who is also responsible for providing Committee reports to the Recording Secretary for recording in the minutes.

Responsibilities:

- Act as a clerk and shall record all the proceedings of the meetings in the TSA Shared Google Drive and shall give proper notice of meetings of members and the Board of Directors.
- Committee Reports are to be included with Board Meeting minutes.
- The Recording Secretary shall attend all the meetings of the Board, as well as the 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 Board of Director meetings, shall be retained by the Recording Secretary and deposited periodically with the TSA Archives at the conclusion of the Recording Secretary's term of office.
- 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.
- 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.
- Maintain records of and, whenever necessary, certify all proceedings of the Board of Directors and the members.
- Shall perform such other duties as may be prescribed from time to time by the Board of Directors.

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Activities:

- Sends 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 501c3 status of the organization.]
- In consultation with the President and Executive Director, schedules Executive Committee meetings.
- Attends the Executive Committee meetings and selected Committee meetings at the Board meetings.
- Provides Minutes of the Board meetings and Executive Committee to all Board members for the Executive Director to circulate within two-weeks of each meeting, soliciting corrections to the minutes.
- Distributes amended minutes in final form to all Board members and enter them into the TSA Shared Google Drive. A copy to be deposited with TSA Archives at the end of the Recording Secretary's term, or as determined by the Executive Director.
- Maintains copies of correspondence (electronic and conventional) circulated among Board members in between Board meetings. Copies of any official correspondence of the corporation shall be recorded and saved to the TSA Shared Google Drive and retained for the Archives.
- Works with the Vice President to help Committees organize their correspondence at the end of each Chairperson's term, edit their section of the Board of Directors Handbook, and submit their report for the history portion of the handbook.
- Maintains 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.
- Serves as Chair on a Committee of their choice.

Average Work Hours/Week: Estimated at 5 hours/week, Volunteer, unpaid.

Responsibility to the Board:

All Board members, whether elected or appointed, are expected to attend all Board meetings, and required to attend 75% of Board meetings in a two-year cycle. The cadence is decided at the first January board meeting

All Board members are required to sign a copy of the conflict of interest statement.

All Board members are expected to keep the TSA Shared Google Drive materials up to date.

All Committee Chairs post a report on the TSA Shared Google Drive with a synopsis of the major contributions and changes that have occurred during their term as chair.