

## **Recording Secretary**

### **General**

1. Term of office for one year, or approximately 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual or transitional year conference.
2. Serve as a member of the Executive Board.

### **Duties and Activities**

1. Record all meetings of the Executive Board and Administrative Committee throughout the year.
2. Submit minutes of each meeting no later than 10 working days following the meeting.
3. After outgoing Recording Secretary has drafted the proceedings of the annual conference, request the file of past minutes and other pertinent correspondence.
4. Assist with other correspondence as called upon by the President or Vice-President/President-Elect.

### **End of the calendar year**

1. Secure and deliver to the archives the following designated records of the Association:
  - a. Official correspondence of President and Committee officers.
  - b. Minutes of Executive Board, Administration Committee, and committee meetings.
  - c. Membership directories.
  - d. Copies of the *MPLA Newsletter*.
  - e. *Manual of Procedure* (each new edition) and revisions to present edition.
  - f. Conference Planning Manual, conference programs, and other relevant conference materials.

- g. Financial reports, budgets, audit reports.
  - h. Reports of Association, State Representatives, and committees.
  - i. Files of State Representatives and committees.
2. Determine the easiest method of securing material for the archives. This may include, but is not limited to, collecting reports at Board Meetings, printing documents from the web site, picking up materials at conferences, requesting documents from Officers, the Executive Secretary, State Representatives, and Committee Chairs.

