



LOS JARDINEROS  
Garden Club of Taos

**Job Description**

**Recording Secretary**

**Short Description:** The Recording Secretary takes and prepares minutes for all Board of Directors' meeting and the Annual Meeting. Directors will submit committee minutes to the Recording Secretary for filing. The Recording Secretary also keeps copies of all Director Conflict of Interest forms for a period of 3 years.

**Estimated # of members:** N/A

**Estimated Time per member:** The Recording Secretary will spend an average of 3 hours per month from February to October.

**Duties:**

- Take notes and prepare minutes for each Board of Directors' meetings.
- Take notes and prepare minutes for the Annual Meeting.
- Save all Board and Committee minutes to Dropbox.
- Distribute Conflict of Interest forms at the first Board of Director meeting each year. Collect completed forms and report on any unreturned forms for action by the Board. Keep completed forms on file for review by the Board.