

RECORDING SECRETARY Role Description

ROLE: to process the Minutes of the Line Dancing Board Meetings.

DESCRIPTION:

1. Record, organize, and type up the Minutes. (Can use the provided digital recording device)
2. Distribute the Minutes to the Line Dancing Board and to the Line Dancing Representative on the FLC Seniors Club Board, preferably within two weeks of the date of the meeting.
3. Create an Update for Instructors and distribute it to them. This update is to be based on the Minutes with information pertinent to the instructors. Work with the Line Dancing Board Coordinator on this.
4. Provide a copy of the Minutes for reference at Line Dancing Board meetings.
5. Update the Up-To-Date History of Board Members and when they served.
6. Keep a Copy of all relevant Line Dancing Documents.