

## **RCL Branch 594 Policies and Procedures**

### **Recording Secretary Duties -Tab #9**

#### **General**

1. RCL Branch 594 may only get someone to volunteer to do the duties of the Treasurer, and not the Secretary-Treasurer as laid out in Tab#8 of the Branch Policies and Procedures. In that case, the President can appoint a recording secretary for Executive and Membership meetings.

#### **Duties of the Recording Secretary:**

3. The Recording Secretary is scribe for the Executive and Membership meetings. These are the duties that the Recording Secretary will perform:
- a. Attend, record and/ or take the Minutes for all Executive and Membership meetings and maintain a binder with all of the minutes that shall be kept in the Branch office.
  - b. Assist in photocopying and preparing documents for hand-out prior to the commencement of the meetings.
  - c. At special meetings called by the President, attend, record and/ or take Minutes for these special meetings and, as above, ensure that those minutes are also kept in the appropriate binder.
  - d. Can be one of the 5 executive members who does not have a senior executive appointment (voted in) or a member in good standing from the membership. If this is the case, then the recording member does not have a vote at the Executive meetings as they are not a member of the Executive approved by the membership.

**Prepared by: Comrades Tom Friesen and Morris Brause**

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