

# RECORDING SECRETARY

## DEFINITION:

Responsible for preparation of official record of all club meetings

## CLUB MEETING DUTIES:

- Record all meeting activities, including
  - Time and date meeting begins and ends
  - Officers present and absent
  - Members who are sick or injured
  - Number of members and guests attending meeting
  - Treasurer's financial report at the first monthly meeting
  - Old and new business
  - Young numismatists present and the winner of the youth member prize
  - Names of new members voted in to club membership
  - Educational program and the name of the presenter
  - Show-n-Tell including presenting members names and items
  - Time when meeting broke for snacks and who provided snacks
  - Auction start time and name of auctioneer and runner. Also record the number of items put up for auction and the number of donations
  - Time raffle and members door prizes begins
  - Presidents closing statements
- Prepare and read to the membership minutes from the prior meeting. Make corrections as needed
- Tally up totals on the auction forms and give to the treasurer. The member pays for the item auctioned as follows:
  - No Sale-\$9.99           =\$0.25
  - \$10-\$14.99           =\$0.50
  - \$15-\$19.99           =\$1.00
  - \$20-\$29.99           =\$1.50
  - \$30-\$39.99           =\$2.00
  - \$40-\$99.99           =\$2.50
  - \$100 and up           =\$3.00

## MONTHLY DUTIES:

- Finalize meeting minutes and forward to the Corresponding Secretary for inclusion in the monthly newsletter.
- Attend monthly Board meetings
- Assist at SVCC Spring/Fall Coin Shows