

RECORDING SECRETARY

THE ROLE OF THE RECORDING SECRETARY

The Students' Union Recording Secretary is responsible for the recording and upkeep of minutes from meetings of the Mount Students' Union.

REQUIREMENTS/QUALIFICATIONS

- Term GPA of at least 2.0
- Be enrolled in at least one class
- Excellent Time Management skills
- Strong organizational skills
- Proficiency in note taking
- Be able to deal effectively with difficult situations and individuals and work in a fast paced environment
- Be an organized and initiative driven individual able to multi-task
- Have or work to have a strong understanding of Roberts Rules of Order

RESPONSIBILITIES AND DUTIES

- Record the minutes of:
 - all Students Representative Council (SRC) meetings, including the Annual General Meeting (AGM)
 - Executive committee meetings
 - any committees to which the Secretary is assigned, making sure that all actions are duly noted.
- Ensure that all recorded minutes of the organization are backed up and kept on the MSVUSU external drives.
- Dispose of old documents only with the approval of the Board.
- Ensure that all records such as Minutes of Board meetings are in good order for the next incoming Recording Secretary.
- Prepare and deliver meeting agendas prior to each SRC meeting.