

RECORDING SECRETARY

DUTIES:

1. Attends all regular meetings of the board of directors and chapter membership meetings including the annual meeting and other meetings as requested by the president.
2. Records minutes of each meeting of the board of directors and chapter membership and prepares such minutes for approval at the following meeting. Sends to president for review prior to distribution.
3. Provides a copy of all minutes monthly for each member of the board, and the chorus director if requested and ensures that approved minutes are posted to the appropriate cloud storage folder that is linked to the POKY website.
4. Reviews minutes prior to scheduled board/chapter meetings and consults with the president on preparation and distribution of meeting agenda.
5. Maintains permanent records of minutes, bylaws, standing rules, and other documents. This includes files kept in electronic storage.
6. Maintains a current list of all officers, coordinators, committee chairs and other holders of chorus jobs.
7. At competition time, obtains a chorus picture for the files in electronic storage. Asks each quartet to provide an electronic copy of the competition photograph.
8. Serves as the third officer of the chapter. Presides over chapter business in the absence of the president and vice president.
9. When a successor is appointed, assists the successor in accessing the job description, chapter and International guides, minutes, bylaws and standing rules, and other pertinent information from electronic storage.

Pride of Kentucky Chorus

Revised and Approved: 08/28/2025