Oxford Academy Singers
Vocal Motion Association Job Descriptions

Recording Secretary

Recording Secretary Responsibilities

1. Attends all meetings.
2. Shall keep an accurate record (minutes) of the proceedings of all Board and General Meetings of Vocal Motion.
3. Shall be prepared to refer to minutes of previous meetings.
4. Shall prepare a list of all unfinished business for the use of the President.
5. Maintains all legal documents for Association. This includes but is not limited to: minutes, financial reports, and agendas.
6. Records expenditures in Association meetings.
7. Keeps a current copy of the Association's buy-laws and standing rules.
8. Maintains telephone log of all board members and fundraiser chairpersons.
9. Shall have other powers and duties as may be assigned by the President or Executive Board.