

Recording Secretary

Washington County Master Gardeners

Advisor: Chapter President

Directly responsible to: Washington MG Chapter Executive Board

Purpose: To record the decisions and actions of the Chapter at general meetings and board meetings.

Benefits of the position: Working with other MGs. Have opportunities to learn about the chapter's involvement in the Metro MG program.

Major Duties:

- Attend Chapter general meetings and Executive Board meetings.
- Assist in conducting day to day Chapter business.
- Participate as a voting member of the Executive Board.
- Take minutes of the business part of the general meetings.
- Take minutes at Executive Board meetings.
- Send final Chapter Meeting General Business and Executive Board Meeting finalized minutes to Chapter web contact and ensure that they are posted.
- Send a copy of Board meeting minutes to Executive Board members.
- Maintain files containing: general meeting minutes, Board meeting minutes, OMGA meeting minutes, and other pertinent information as directed by the Chapter President.

Skills needed: Organizational, word processing, email, filing and communication

Term: 1 year

Time involved: Chapter general meetings 1 hour a month; Chapter Board meetings 3 hours a month; Minutes keyboarding and mailing 8 hours a month

Training: On the job; completion of Oregon MG training

Revised 11/14/14