

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 into 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 minutes and forward to Newsletter Editor (currently Rod Baker at drrodbaker@juno.com) for inclusion in monthly newsletters.

- Maintain a roster of club members by comparing with Treasurers records. Include name, address, e-mail address, phone numbers, date of birth, date they joined the club, and type of membership (life, regular, junior)
- Relay all new club member information to Newsletter Editor
- Attend monthly Board meetings
- Assist at SVCC Spring/Fall Coin Shows