

## **Recording Secretary**

1. The Recording Secretary (RS) takes and records the minutes of the General and Council meetings. RS reads minutes at the General and Council meetings and has the President sign the Council and general assembly minutes after they are accepted. RS also signs the minutes.
2. Recording Secretary maintains a looseleaf binder containing minutes of meetings, monthly newsletters, officer attendance sheets, and information relevant to each meeting, e.g., fliers about Lodge events.
3. Recording Secretary maintains a database of council decisions and votes that take place at Council and general meetings, providing an updated log to Council annually (January) via email to those Council officers having email or hard copy to those who require it.
4. Recording Secretary carries out all orders received from the President or from the higher ranking officers of the Order in matters pertaining to the office.