



## **THE MONDAY CLUB AND THE MONDAY CLUBHOUSE CONSERVANCY RECORDING/CORRESPONDING SECRETARY**

### **Job Description**

The Recording/Corresponding Secretary shall take complete and concise minutes of the Board of Directors and General Membership meetings. Motions should be highlighted in yellow. Draft of minutes will be emailed to the members of the Board for edits. After the minutes are approved, they are to be signed and dated by the Recording/Corresponding Secretary and uploaded to the website, along with the agenda and relevant attachments. The Recording/Corresponding Secretary will maintain three notebooks in which the paper copies of all agendas, minutes, and relevant attachments are kept: General Membership meetings, The Monday Club Board of Directors meetings, and The Monday Clubhouse Conservancy Board of Directors meetings.

The Recording/Corresponding Secretary will also write and mail thank you notes to all donors. Notifications for online donations are sent to you via email; go the Website for specific information on the donor and donation designation under “Donations” in Admin. The Corporate Secretary will send email notifications to the Recording/Corresponding Secretary with pertinent information for all cash and check donations.

### **Procedure for Saving the Agendas/Minutes/Attachments**

- Board members will submit written reports for each Board meeting. Before uploading these to the Website, first compile the agendas, approved minutes, and all attachments into one document for each of the above-mentioned meetings. This can be done by either printing the documents and then scanning them into your computer and saving them; or you can use compiling software such as Adobe Acrobat. If you do not have Acrobat, after you have the compiled pdf document (labeled appropriately), send these documents to the Webmaster (Angellia Moore) and she will put them into an Acrobat document and send it back to you for uploading the Website.
- Once you have your complete Acrobat documents, log onto the Website
- On the middle right of the screen, under the three-bar symbol, click on “Members Only”
- Click on “Board of Directors” for Board minutes
- Choose the appropriate body (TMC or TMCC) Agenda/Minutes
- On the upper left, click on “Edit”
- Place your cursor on the place you wish to upload a document and click. This will open up a free spot for your file.
- Click “File”
- Browse your computer and select the appropriate PDF.
- “Insert” and “Save”
- For General Meeting minutes, click on “Club Info” and go to “2023-24 Agendas & Minutes” and follow instructions as stated above