

## **RECORDING SECRETARY:**

This is an elected officer of the Board of Directors. This is a voting position. The primary responsibilities of this position is to perform secretarial functions related to any and all AMTNJ meetings including, but not limited to, the Board of Directors meetings and Two-Day conference meetings.

### **Ongoing responsibilities:**

1. Take minutes at all meetings as requested by the president. Keep minutes secure and send advance copies to president for approval.
2. Email all minutes, agendas, and other materials to board members prior to all meetings as directed by the president.
3. Take attendance at all meetings.
4. Substitute for the corresponding secretary when necessary.