

Subud Pacific Northwest Recording Secretary

The primary responsibility of the Recording Secretary is to take minutes at the regional board of directors (Regional Council) meeting and Committee meetings, and to distribute the minutes to the appropriate people in a timely fashion.

Taking Minutes

All minutes should be distributed timely and retained digitally in Subud PNW's Google Drive by the Recording Secretary.

Each set of minutes should be preceded by the following: the type of meeting (e.g., general, committee), the date, time, and location of the meeting, and a list of who is present. Generally, the review of the minutes of the last meeting is the first order of business. (If the minutes have been distributed in advance of the meeting, then often this step can be waived if the members have read them already). After they are reviewed, the Recording Secretary asks if there are any corrections to these minutes, which should be made if agreed upon. Following any corrections, there should be a vote by the members of the meeting to accept (or reject) the minutes as written. These actions should be recorded in the new minutes.

All persons who were responsible for action items from the previous meeting should give a brief report on their progress on these actions. It is important that the topic which was discussed be summarized in the meeting minutes, and any motion that was made regarding that topic be recorded. All motions will be recorded in the minutes and the results of any vote - how many yes votes, how many no votes, and how many abstentions as well.

An exception to this occurs when a particular topic is very controversial or heated discussion arises. In that case try to summarize the positions of the discussants (e.g., *Mr. Q opposed the motion because it is too expensive, Ms. R opposed the motion because it was too complicated, Ms. S supported the motion as important to the work of the group, Mr. T supported the motion, Mr. U opposed the motion, Ms. V supported the motion because it would help the group grow in size, Mr. W had no comment, Ms. X had no comment, Ms. Y felt that the committee was becoming too argumentative over the topic, Mr. Z asked for further study on the topic regarding actual costs*).

In some cases, motions are tabled (put off being dealt with at another meeting) or skipped due to time limitations. Again, any such action should be recorded.

Duties of Recording Secretary:

1. Attends Regional Council Meetings and Committee Meetings as a voting member.
2. Takes accurate minutes of committee meetings, board of directors' meetings, and any other meetings involving the committee that require recording of proceedings.
3. Provides the committee members and general membership with a digital copy of the minutes. The minutes should be easily read, neat and understandable.
4. Distributes meeting notices and agendas to the board and general membership for BOD meetings.
5. Helps committee maintain orderly digital files of all records of the nonprofit corporation on digital storage Drive, and some on SubudPNW.org website.
6. Participates in regularly scheduled Latihan with the committee and helpers.