Uplift Community Alliance®

RECORDING SECRETARY
JOB DESCRIPTION

Board Officer and Executive Committee Member

Position Summary

The Recording Secretary is the official records officer of the organization, responsible for the integrity, preservation, and accessibility of corporate governance documents. This role ensures accurate documentation of Board and membership actions and supports compliance with legal and organizational requirements.

General Board Responsibilities - Governance

- Uphold the organization's mission and values.
- Serve in a fiduciary capacity and act in the best interests of the organization.
- Financial Oversight: monitor financial health, and safeguard assets.
- Policy & Planning: Approve organizational policies, strategic plans, and major initiatives.
- Board Participation: Attend meetings, vote, serve on committees, and represent the organization in the community.

Specific Responsibilities

1. Record, prepare, and maintain permanent minutes of all Board, Executive Committee, and regular meetings, including the disposition of all main motions (adopted, noticed (placed on the floor), amended, defeated, referred, postponed, or withdrawn).
2. Distribute draft minutes for review by the Reading Committee for review (President, President-Elect, Bylaws Chair, Parliamentarian, and others as designated by the President).
3. Present reviewed minutes for Board approval at the next Board meeting.
4. Present reviewed regular meeting minutes for membership approval and ensure authorized posting in accordance with organizational policy.
5. Sign approved minutes with the President.
6. Maintain official corporate records, including approved minutes, agendas, reports, and supporting documents, in the permanent file and the Master Document File (MDF).
7. Sign legal documents with the President.
8. Sign checks with the President, President-Elect, or Treasurer

Standard Board Member Responsibilities

1. Maintain current procedure book(s) and electronic records and ensure materials are added to the MDF.
2. Submit job description revisions to the Bylaws Chair.
3. Submit a year-end Final Report to the President.

Competencies

- Strong attention to detail
- Microsoft applications
- Successful background check

Governing Documents

Bylaws, Standing Rules, Policies