**Officer**

**RECORDING SECRETARY**

**TIMELINE FOR JOB RESPONSIBILITIES  February 2023**

**June**

* Meet with Google Drive administrator to learn the system and get access
* attend planning executive board meeting
* Verify new members are in Google Drive Contacts and update database as needed

**July**

* Go over data base with Green Book Chair to make sure all information is correct

**August**

* Assist with Green Book as needed
* Attend Board meeting and take minutes

**September**

* tidy up nametag box , make attendance sheet for meeting
* Send out rsvp link to membership, give head count to program chair
* Attend board meeting and membership meeting
* Prepare minutes from both meetings, send to board members for edits
* Submit membership meeting minutes to the president
* Post minutes to Google drive and send to webmaster for posting

**October**

* tidy up nametag box , make attendance sheet for meeting
* Send out rsvp link to membership, give head count to program chair
* Attend board meeting and membership meeting
* Prepare minutes from both meetings, send to board members for edits
* Submit membership meeting minutes to the president
* Post minutes to Google drive and send to webmaster for posting

**November**

* tidy up nametag box , make attendance sheet for meeting
* Send out rsvp link to membership, give head count to program chair
* Attend board meeting and membership meeting
* Prepare minutes from both meetings, send to board members for edits
* Submit membership meeting minutes to the president
* Post minutes to Google drive and send to webmaster for posting

**December**

* send reminder information about Christmas greens workshop (or in Nov. depending on date) as well as shopping fundraiser (if applicable)
* No membership meeting

**January**

* Attend the new member welcome & orientation at Kent Valentine House
* tidy up nametag box , make attendance sheet for meeting
* Send out rsvp link to membership, give head count to program chair
* Attend board meeting and membership meeting
* Prepare minutes from both meetings, send to board members for edits
* Submit membership meeting minutes to the president
* Post minutes to Google drive and send to webmaster for posting

**February**

* tidy up nametag box , make attendance sheet for meeting
* Send out rsvp link to membership, give head count to program chair
* Attend board meeting and membership meeting
* Prepare minutes from both meetings, send to board members for edits
* Submit membership meeting minutes to the president
* Post minutes to Google drive and send to webmaster for posting

**March**

* tidy up nametag box , make attendance sheet for meeting
* Send out rsvp link to membership, give head count to program chair
* Attend board meeting and membership meeting
* Prepare minutes from both meetings, send to board members for edits
* Submit membership meeting minutes to the president
* Post minutes to Google drive and send to webmaster for posting

**April**

* Assist hostesses of cocktail party (every other year) with reminder RSVP emails if asked. Paper invites are sent by the hostesses who receive checks and RSVPs.
* Attend board meeting and prepare minutes
* Submit minutes to the board by email
* No membership meeting due to HGW

**May**

* tidy up nametag box , make attendance sheet for meeting
* Send out rsvp link to membership, give head count to program chair
* Attend board meeting and membership meeting
* Prepare minutes from both meetings, send to board members for edits
* Submit membership meeting minutes to the president
* Post minutes to Google drive and send to webmaster for posting
* Make sure google drive holds all minutes/documents/attendance sheets from the entire year. At year end tidy up everything.