RECORDING SECRETARY

Revised 2022

Bylaws Article VII –Officers

**Section 1. G.** The Recording Secretary shall be responsible for keeping the minutes of all meetings of the Association, Executive Committee, and OMTA Board. Minutes of the Executive Committee and the OMTA Board shall be posted online within two weeks following a meeting.

Email the minutes to the OMTA President, and other designated Executive Committee members, for assistance in wording and proofreading. Be very familiar with the Policies and Procedures and highlight anything that is a possible update. (See #4 below.) The President makes any necessary Policies and Procedures updates and sends the final minutes to the Webmaster to be posted on the OMTA website.

1. Minutes of the meetings of the Association, of the OMTA Board and of the Executive Committee shall be read and approved at the subsequent meeting of each body and shall remain on permanent file and sent to Webmaster. Any corrections on minutes are to be sent to the Webmaster.
2. These minutes become the legal records of the proceedings.
3. All minutes (former and subsequent) shall be maintained by this office.
4. Immediately following each meeting of the OMTA Board, assist the President in updating the Policies and Procedures if necessary, to send to Webmaster.

\*Check *Policies and Procedures* for more information

\*Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each officer and chair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.