

## **AAUW Recording Secretary**

Overview of position: keep written records of meetings of the board of directors; act as legal representative of AAUW Indiana as needed

Overall responsibilities:

- Attend all AAUW Indiana board meetings;
- Take and publish minutes of all board meetings;
- Take and publish minutes of all annual meetings;
- Take and publish minutes of all special meetings;
- Take and publish minutes of all executive board meetings;
- Maintain a file (hard copy and electronic) of all minutes;
- Turn over all minutes to AAUW Indiana Historical at end of term
- Sign any documents (such as bank accounts) on behalf of AAUW Indiana as its legal corporate secretary

Specific responsibilities to Indiana branches: n/a

Specific responsibilities to National: n/a

Specific Leadership skills helpful to the position: planning and communications

Time commitments: along with the time necessary to accomplish the above responsibilities, serve on other committees as assigned. Attend AAUW Indiana conventions and board meetings. Attendance at the AAUW national convention is strongly encouraged.

Available resources: AAUW style guide; AAUW website