

Job Description for UMWC Recording Secretary

- Provides notices of all meetings and agendas to the Board of Directors and the Section leaders, as required by the bylaws, unless the President prefers to send that notice. In that notice, remind the Board of Directors to send their Board reports electronically to the Recording Secretary prior to each Board meeting. (See sample message 1) (See sample messages 2 for Annual Meeting) (See sample message 4 for Joint Meeting)
- Keeps the Minutes of the meetings of the Board of Directors and the Minutes of the Annual Meeting. Note that the Annual Meeting minutes are approved the following year at the next Annual Meeting.
- Leads any meeting of the Board of Directors in the absence of both the President and the President-Elect.
- Reminds the Section Chairpersons to submit a report electronically to the Recording Secretary prior to each Board meeting ONLY if there are changes for their section from what is printed in the Directory.
- Send out the Board Minutes following each Board meeting to the Board of Directors and Section Chairpersons to request if edits are needed. Once approved, minutes are sent to the Website Manager for posting.
- After the May Business meeting, send a message to the Board of Directors and Section Chairpersons asking them to review the posted job descriptions and send any changes to the recording secretary. Once corrected, the job descriptions are sent to the Web Manager for posting. (See sample message 3)
- By June 30, provide the Historian with minutes from all the board meetings and updated job descriptions to be archived.

Updated 6/2023 by Bonnie Marten

Sample Message 1 for Business Meetings in Sept., Nov., Feb., and April)

Hello board members,

The February 14 business meeting is at Midland Hills country Club at 10 a.m.

Catherine will need agenda items that you will want to present at the meeting, by the end of day Feb. 9.

Let her know ahead of time if there are any "hot" issues

Section chairs usually only report at the meeting if there has been a change to an event in the directory.

Please send board reports to Catherine and me by Monday morning, Feb. 13.

Thank you,

(name)
Secretary, UMWC

Contact information for (name)
President of University of MN Women's Club

Sample Message 2 - Announcement to be sent to Board Members, Standing Committee Chairs, and Committee Members before the Annual Meeting (Note that section chairs receive a separate announcement for the Annual Meeting included after first the message below)

Hello UMWC Board Members, Standing Committee Chairs, and Committee Members:

The Annual Business Meeting is at **Town and Country Club on Tuesday May 9 at 10:00 a.m.** (note time change from what is printed in the directory).

Committee members - you are receiving this email so that you have the agenda and related documents if you plan to attend the meeting. I hope you will be able to join us for this important meeting.

The Annual Meeting agenda will include voting on the candidates presented by the Chair of the Nominating Committee, voting on the Annual Budget, presented by the Treasurer, and voting on several Bylaws changes.

The following information is for board members and committee chairs only.

There was a change in the bylaws last year regarding reporting, so this email is being sent to clarify the end-of-year reporting requirements.

Prior to the May 9 Annual Business meeting, please send your reports (any changes, business, information that has occurred since the April board meeting) electronically to Bonnie Marten and President Catherine. In view of the increased time constraints at this meeting, please keep your reports succinct.

The **annual report** is a summary of the year's activities for your Board position. Annual reports **will not** be included in our UMWC Board minutes. Please submit your annual report electronically to our historian, Liz Grimmer (liz.grimmer@icloud.com), Recording Secretary, Bonnie Marten and President, Catherine Holtzclaw, **prior to the Joint Board Meeting on June 13**. Reports will be placed in the UMWC archives.

UMWC Bylaw - Section 2: Annual Reports.

Each officer, elected and appointed, each Committee Chair and each Section Chair shall submit a written Annual Report electronically to the Historian, Recording Secretary, and the President prior to the Joint Board Meeting.

Thank you,

Catherine and Bonnie

Attachments: 2023 Annual Meeting Agenda
2022 Annual Meeting Minutes
Bylaw changes

Sample Message 2 - Announcement to be sent to **Sections Chairs before the Annual Meeting**

Hello UMWC Section Chairs,

The Annual Business Meeting is at **Town and Country Club on Tuesday May 9 at 10:00 a.m.** (note time change from what is printed in the directory).

There was a change in the bylaws last year, so I would like to make sure we all understand what reports are due at the end of the year.

No report is due for the May 9 Annual Meeting, unless there is an announcement of a change to what is listed in the Directory.

The **annual report** is a summary of the year's activities for your Board position. Annual reports **will not** be included in our UMWC Board minutes. Please submit your annual report electronically to Liz Grimmer, our historian, Recording Secretary, Bonnie Marten and President, Catherine Holtzclaw, **prior to the Joint Board Meeting on June 13**. Reports will be placed in the UMWC archives.

The May 9 Annual Meeting invite will be sent to the entire membership. I hope you will be able to join us for this important meeting.

The Annual Meeting agenda will include voting on the candidates presented by the Chair of the Nominating Committee, voting on the Annual Budget, presented by the Treasurer, and voting on several Bylaws changes.

Thank you,
Catherine

Sample Message 3 - Announcement to send to board members about **job descriptions:**

Hello,
The minutes from the April board meeting are attached. Let me know what edits are needed.

According to the bylaws, it is the job of the recording secretary to yearly ask Board Members, Standing Committee Chairs and Section Chairs to review Job Descriptions and submit any changes to her. It is important to the future leaders of our organizations to keep the job descriptions up-to-date.

Current job descriptions are posted on the UMWC website. The attached documents walk you through where to find the job descriptions if you are not aware.

If you have minor changes, print out your job description, bring the handwritten changes to the Joint Board meeting on June 13, and give it to me.

Or you can save the job description to your files, make the changes, and email the updated job description to me. I will coordinate with Connie Cundy to get the updated job descriptions posted on the website by June 30.

If your job description has not changed, let me know that also.

Let me know any questions that you might have.

Thank you,

Bonnie Marten
UMWC Recording Secretary

Sample Message 4 -Announcement to be sent to the Board Members, Standing Committee Chairs, and Interest Section Chairs before the **Joint Meeting:**

Hello,

Our last business meeting of the year is fast approaching: Tuesday, June 13, 10am at Midland Hills Country Club.

It's the Joint Meeting and Catherine will ceremonially pass the gavel to Linda - and we all welcome the women who have graciously agreed to take over next year's open job positions.

Minutes from the April meeting were previously sent out for review and edits made according to feedback. A copy is attached.

Attached is the agenda. And if you have an item to add for new or unfinished business, please let Catherine know before the meeting.

This joint meeting also provides a special opportunity for Section Chairs to introduce any new officers for 2022-23.

By noon Monday, June 6, please send your reports electronically to Catherine and me. (Reports would include anything that transpired after the Annual meeting.) These will be included in the Board minutes.

See you at the Joint Meeting!

Regards, (name of President and Secretary)