

Brookline Bird Club

Recording Secretary Job Description

2/18/26

Responsible for the accurate recording of board and annual meetings of the club, management of club calendar, documents, and supplies.

Tasks include:

- Attends and prepares meeting minutes for quarterly board meetings and annual meeting.
 - Up to ten hours per board meeting, less for the annual meeting
 - If the meeting is broadcast via Zoom, record the event and use recording to prepare minutes, verifying who said what and what occurred.
 - Suggest deleting recording after minutes approved (discretion regarding loose comments being made not intended for public)
- Track email voting to ensure all voting members have voted.
 - Electronic voting must include all members and must be unanimous for email motions to pass.
 - Hint: be last to vote to ensure all have voted
- Maintain record of board terms to inform members and Nominating Committee for upcoming elections.
- Maintain club annual calendar.
- Work with club corporate and operational officers to maintain develop and job descriptions.
- Maintain record of supplies and promotional materials, including where materials are stored.
- Send written acknowledgement of donations over \$25, which are communicated by the membership coordinator.
 - About 2 minutes per letter & envelope (20 in 2024, 16 in 2025)
- Maintain BBC documents archive using the club's Google Drive cloud storage account.
 - Save approved minutes into appropriate folders
- Help with set up at public events (requested of all board members).
- Other miscellaneous tasks request as requested.

Estimated that work varies averaging 3-5 hours per week, often more right before or after a board meeting or annual meeting.

Technology

- Ability to use Microsoft Word or Google Docs to prepare and update documents
- Ability to use Microsoft Excel or Google Sheets to prepare and update spreadsheet and maintain calendar
- Comfort with Google Drive, the cloud repository used to store club documents

Clients

- Corporate officers (president, vice-president, treasurer) and board generally

Qualities

- Must be organized and detail oriented
- Familiar with the use of computer for administrative tasks
- Creatively for dealing with new problems