

**ASTD GREATER ATLANTA CHAPTER
Job Description**

TITLE: Recording Secretary
TIME OF SERVICE: Concurrent term with the President
REPORTING RELATIONSHIP: Reports to President
WORKS WITH: Executive Board
GENERAL FUNCTION: Records the minutes from all Executive Board meetings.

RESPONSIBILITIES:

- Works directly with Executive Board
- Present for all Executive Board (EB) meetings to record the minutes (ideally face-to-face when face-to-face or via phone if meeting is via WebEx).
- Record the minutes of the meeting.
- Transcribe the recorded minutes to typed document.
- Circulate the recorded minutes to the EB for verification and appropriate updates.
- Resubmit edited minutes for EB approval.
- Uploads/Posts the meeting minutes to the ASTD website

ESTIMATED TIME COMMITMENT (Monthly estimate): 2 hours