

The **Recording Secretary** shall:

- ✓ keep full, accurate and impartial account of the proceedings of all regular and special membership and Board meetings;
- ✓ attach to the minutes a copy of the full financial report presented by the Secretary Treasurer in accordance with B.3.6
- ✓ record all alterations in the bylaws;
- ✓ answer correspondence and fulfil other secretarial duties as directed by the Board; file a copy of all letters sent out and keep on file all communications;
- ✓ prepare and distribute all notices to members;
- ✓ have all records ready on reasonable notice for auditors and Trustees;
- ✓ preside over membership and Board meetings in the absence of both the President and the Vice-President;
- ✓ on termination of office, surrender all books, seals and other properties of the Local to his/her successor; (ART B.3.3)