**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**RECORDING SECRETARY**

As Recording Secretary, you have an awesome responsibility to keep the permanent record of the Colorado State Council (CSC). You are to keep an accurate record of the proceedings of the CSC meetings. Minutes should be as brief as possible and should be reported in the order in which the business was presented in the meeting. Review Parliamentary Procedure on duties of a secretary.

I. Refer to CSC Constitution, By-Laws and Standing Rules for all duties, **please read the complete document**.

II. Recording Secretary

A. Keep accurate record of Executive and General Board meetings of CSC.

1. Record reports and action taken, all main motions and actions, announcements, adjournment, sign and date (review Parliamentary Procedure for help when recording minutes).

B. Roll call should be taken at registration of each meeting (assist the Corresponding Secretary at the registration desk to gather the information). This serves as the official roll call. which includes:

1. CSC officers

2. Colorado Lamplighters (Past State Presidents), officers and members

3. Area Council Representatives

4. Chapters: name, number, city and number present

5. ELANs

6. MAL’s and/or Guests not reported above

C. State Council Meetings and State Convention

1. Send minutes and the Minutes Review Form to the Minutes Review Committee within fifteen (15) days following meeting(s).

a. Committee members include: Lamplighter President as Chairman, President, and President-Elect. Also forward minutes to your Lamplighter Advisor.

b. Committee chairman will consolidate and forward the recommendations received from the committee members to the Recording Secretary for their records.

2. Planning meeting minutes are sent to the President to distribute as appropriate; they are **NOT** considered “permanent” records of the State Council and are not posted to the CSC Website.

D. Keep in permanent form, a logbook of all official actions taken at CSC meetings.

E. Send Recording Secretary’s books to successor by July 15.

III. Reporting:

 A. **Contact your Lamplighter Advisor and the previous officer.**

B. Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.

C. Prepare articles for the *Golden Lamp*, as needed, per schedule.

D. Provide approved minutes to the Web Team for posting to the CSC Website.

E. Make recommendations to pass on to your successor.

F. Write chapter in-service letters.

IV. Sunday morning meeting

A. Attend meeting called by the newly installed President.

B. Pass all files, stationary, etc. to your successor.