

Recording Secretary job description

- a. Keep an accurate record of the proceedings of all meetings of the organization and the Executive Board.
- b. Prepare and distribute the minutes, in a timely fashion, after all meetings to the Executive Board for their review by email. Once Executive Board has reviewed, make any necessary changes and read at the next meeting for final approval.
- c. Be prepared to refer to minutes of previous meetings
- d. Prepare and maintain a record of the names of the board members.
- e. Keep a current copy of the Constitution and Bylaws.
- f. Perform such other official duties as may be delegated by the President.

Financial Secretary job description

The Financial Secretary shall act as a general administrative assistant to the Treasurer. *Their duties shall include receipt, tallying and recording of all monies, depositing in the club's bank accounts,* dealing with correspondence and other duties as directed by the Treasurer. Their duties shall not include budget preparation, payment of bills, reconciliation of transactions or reporting.

Candidates can email the board now through August 28 (3 days after next meeting). Elections will be September 8-11. Please email: pfcpeblovista@gmail.com