

Recording Secretary Guidelines

Approved by ASDCA BOD 01/13/2026

Document Owner: Recording Secretary

Purpose: The purpose of the Recording Secretary position is to maintain accurate and complete records of ASDCA meetings, votes, motions, and official actions; to support the governance functions of the Board of Directors; and to ensure compliance with ASDCA Bylaws, AKC policy, and Robert's Rules of Order.

References:

Revision	Document name
07MAY2011	ASDCA Committee & Appointed Position Guidelines
04SEP2024	ASDCA Bylaws
	Robert's Rules of Order
	Duties, Expectations, & Responsibilities for ASDCA Officers & Directors
	AKC Policy on Electronic Communication

Membership/Roles:

- **Position Type:** Appointed Officer
- **Position Holder:** Recording Secretary
- **Eligibility:** ASDCA member in good standing
- **Board Liaison:** President (or designee)
- The offices of Secretary and Treasurer may be held by the same individual, per ASDCA Bylaws.

Duties:

The Recording Secretary shall:

- Record and maintain minutes for all Club, Board, and Special meetings
- Track and document motions, votes, and official actions
- Prepare and distribute meeting agendas and notices
- Maintain official Club records and archives
- Serve as the central intake point for Board-level information and reports
- Perform additional duties as prescribed by the ASDCA Bylaws

Unique Expertise Required:

- Strong organizational and record-keeping skills
- Familiarity with Robert's Rules of Order

- Ability to manage digital documents and shared files (Google Drive)
- Clear written communication skills
- Ability to handle confidential information professionally

Unique Requirements:

- Availability for scheduled Board and Club meetings
- Ability to participate in teleconference and electronic meetings
- Timely response to Board communications
- Ability to meet documentation and posting deadlines

Responsibilities/Guidelines:

The Recording Secretary is responsible for:

Meetings & Minutes

- Recording accurate minutes for all meetings
- Distributing draft minutes within one week of meetings
- Maintaining quorum and roll-call records when required

Agendas & Notices

- Preparing meeting agendas in coordination with the President
- Issuing official meeting notices in compliance with bylaws
- Distributing final agendas at least 72 hours prior to meetings

Motions & Voting

- Maintaining a running record of motions and votes
- Documenting electronic votes and confirming them in writing
- Retaining prior Board motions for reference

Records Management

- Maintaining official records, including bylaws, minutes, motions, and amendments
- Ensuring records are archived and accessible
- Providing certified copies of official actions when requested

Committee Coordination

- Collecting and distributing committee reports
- Ensuring annual committee reports are submitted prior to the AGM
- Maintaining COEV complaint records in accordance with guidelines

Governance & Compliance

- Ensuring compliance with ASDCA Bylaws and AKC policy
- Monitoring for conflicts of interest and notifying the President and Board if identified
- Presiding at meetings in the absence of the President and Vice-President until a chair pro tem is elected

Budget:

The Recording Secretary does not operate with a dedicated budget.

Submission of Reports:

An annual Recording Secretary report shall be submitted to the Recording Secretary files prior to the AGM.

Committee reports must be submitted to the Recording Secretary at least **30 days prior to the AGM.**

Change History

Revision	Change log	Initiator	Approval date
00	Initial release.	R. Amov	DDMMYYYY