

Cheyenne Mountain Zoo Auxiliary
Job Description - May 2024

Position Title: Corresponding Secretary

Reports To: President

Position Summary: Under the direction of the Cheyenne Mountain Zoo Auxiliary (CMZA) president, the Recording Secretary (RS) is responsible for recording, posting and distribution of the minutes from the Executive Committee, the Board of Directors and joint BOD / Supplemental Chair meetings.

Responsibilities:

- Attend all CMZA Executive Committee, Board of Directors & Joint BOD / Supplemental Chair meetings and mandatory meetings to record proceedings of these meetings.
- Record attendance / absences at the prospective meetings. Maintain a record of pertinent information discussed and transcribe into a preliminary CMZA Board Minutes.
- Electronically, send a copy of transcript to CMZA Executive Board & Supplemental Chairs for review. Corrections to the meeting minutes (as recommended) will be included in the final recorded minutes of the meeting.
- The final minutes will be emailed to the CMZA membership via the docent responsible for managing the CMZA email distribution list.
- Maintain a hard copy of the latest meeting minutes in the DRC.
- Any membership changes should be noted in the respective minutes.
- The finalized CMZA Board of Directors meeting minutes will be electronically maintained on the CMZA RS flash drive.
- In the event the RS is unable to attend the CMZA Board of Directors meeting, it is the responsibility of the RS to identify a substitute to record meeting minutes.
- Report volunteer hours (to include time spent attending meetings, typing & revising minutes, emailing, writing reports, etc.) to the Service Registrar.

Additional Responsibilities:

- Recording of expenses - if purchasing items needed for the performance of the RS responsibilities, the RS should use the CMZA tax exempt form when making purchases. The original receipt and reimbursement form must be given to the CMZA Treasurer for reimbursement. If there are expenses over the set budget for the year, approval from the Treasurer must be obtained prior to making a purchase.
- Annual Report - the RS will complete an annual report at the end of the year to be submitted to the current President. A copy of the RS year-end-report will be maintained on the flash drive.
- RS Job Description - at the end of the year, the RS will review the current RS job description and update, as appropriate. The job description must be submitted to the current President-Elect and copied to the flash drive.
- Recording Secretary will create and maintain a document (separate from the Board monthly meeting minutes) that records all of the By-Laws, Policy and Rules changes that occur during the docent year (June - May). These changes may include other important Board decisions and will be maintained on the CMZA Recording Secretary flash drive.

Time Requirements:

- 2+ hours to attend Board of Directors meetings on the first Wednesday of each month (except December & summer months) to take notes.
- 3 - 4 hours to type, revise meeting minutes after each meeting and to communicate with CMZA Executive Board & Supplemental chairs for any possible revisions / additions / deletions (via email).

Updated 4/2024