

## RECORDING SECRETARY – JOB DESCRIPTION

- Attend monthly HSA Executive Board meetings
- Take minutes at Executive Board and General meetings of the H.S.A.
- Distribute minutes to Executive Board and Principal for review and approval. Send final to Executive Board and to Web Administrator for posting.
- Obtain permits for bingo, merchandise raffles, and 50/50 raffles for all H.S.A. events holding raffles. (Allow two month for turnaround.)
- Obtain Fire safety Permit for all H.S.A. sponsored events such as Annual Christmas Craft Fair, Basket Bingo etc.
- Prepare and submit reports to Legalized Games of Chance Control Commission within ten days after raffles or bingo have taken place.
- Serve as H.S.A. Executive Board Contact for Chairpersons of Annual Christmas Fair and Basket Bingo committees.
- Prepare and copy HSA Newsletter on alternating months with Corresponding Secretary.
- Contribute to planning and discussion of fundraising and school events and work with other Board Members on various special projects.
- Contact designated Phone Chain Volunteers in order to initiate the Emergency Phone Chain when required.
- Serve as Welcoming Committee and offer support for Catholic Schools Week, H.S.A. events, and Buddy Reception.
- Serve as H.S.A. Liaison to Student Advisory Committee.
- Attend off site diocesan meetings/seminars/training as necessary on rotating basis with Executive Board.
- Serve as Recording Secretary for a term of two years.