

JOB DESCRIPTION
Recording Secretary, Capital Calligraphers
2010/11

1. Attend all meetings, board and general, record and compile minutes.
2. Provide President with rough draft of the minutes within 10 days of the meeting.
3. Make copies of minutes for distribution at the board and general meetings.
4. Quarterly, submit brief recap of the previous three meetings to the newsletter.
5. Submit any copy expense bills to the Treasurer.
6. Check the post office box as needed.
7. Serve as member of the executive board.