

Ohio State Chapter Local Officer's Worksheet: **Recording Secretary**

Please complete this page and note any questions to ask during the officer's conference

Have you been the Recording Secretary prior to this year? _____ If so, how many years? _____
Do you have someone acting as an Assistant Recording Secretary to assist you? _____

Please check any items you have completed:

- Met with the outgoing Recording Secretary
- Attended Officer Transition Meeting following Installation
- Attended the virtual Local Chapter Officer Training
- Reviewed the International training materials for Recording Secretaries
- Reviewed the Recording Secretary forms on the International website
- Read the IOLC for Recording Secretary
- Reviewed the list of supplies for my office
- Reviewed the officer retention record (from IOLC) and discarded old items
- Reviewed the P.E.O. Constitution as it relates to my office (Part III, Article V, Sec. 4)
- Reviewed the Ohio State Chapter Bylaws and Standing Rules
- Studied the President's Book for Recording Secretary procedures
- Used the template for business meeting minutes.

Please describe where you keep your officer supplies _____

How do you locate important information on membership in the minutes? _____

Are you recording the following actions in your minutes?

- Voted Acceptance of the President's Letter (in February)
- Voted Acceptance of the Auditing Report (in March or April)
- Voted Acceptance of Chapter Bylaws Amendments (as needed)
- Report of Convention of Ohio State Chapter

Do you have a current copy of the chapter bylaws in your Recording Secretary book? _____

Do you know who has the original electronic copy of the chapter bylaws? _____

Officer Signature: _____ *Chapter:* _____

For Official Visit: Bring Minutes book with chapter minutes from the past year and a current copy of the chapter bylaws in the front of the book.