

Position Title: Recorder

References:

The authority of this position is granted by the bylaws of ISSA-COS. Full excerpts of these references can be found in Attachment A.

1. ISSA-COS Bylaws: ARTICLE 4, SECTION 1.
2. ISSA-COS Bylaws: ARTICLE 4, SECTION 6.
3. ISSA-COS Bylaws: ARTICLE 4, SECTION 13.
4. ISSA-COS Bylaws: ARTICLE 6, SECTION 7.
5. ISSA-COS Bylaws: ARTICLE 6, SECTION 8.

Position Description:

The Recorder shall record and keep minutes of all meetings, and shall maintain the official records of the Chapter other than those records kept by the Treasurer. Additionally, the Recorder shall be responsible for ensuring chapter members are recognized for senior member and fellow status, and for submitting members/the chapter for awards, either directly or by supervising a Recognition Committee. The Recorder will also serve as the chapter historian.

Responsibilities:

General

- Record and distribute the minutes of Board of Directors meetings. The minutes should reflect the format and level of detail determined by the Board. In the event the Recorder is unable to attend a meeting where minutes or notes are to be taken, it is the Recorder's responsibility to find an alternate
- Maintain a record copy of Chapter Membership meeting agendas
- Maintain any other official records of the Chapter as determined by the Board
 - Create and maintain a full contact list of Board members including Board member appointment dates, term of appointments
 - Create and maintain an up-to-date board planning calendar outlining matters to be on the Board's agenda over the course of a year
- Brief membership on annual awards and recognition timelines and criteria for submission
- Ensure members are recognized for Senior Member, Fellow, and Distinguished Fellow status
- Collect and consolidate awards inputs and recommendations and submit to the Chapter President for review at least two weeks prior to ISSA International suspense date.
- Submit awards to ISSA International, either directly or by supervising a Recognition Committee, after President approves
- Notify the Board if any member requests the amendment or repeal of any existing provision of, or the addition of any new provision to the Bylaws
- If designated by the President, be responsible for collecting, tabulating, recording Election Ballot results
- As Historian:

- Maintain and safely store Chapter meeting minutes and other documents as approved per the Chapter History Policy Memo
- Coordinate with Board members to collect items listed on Chapter History Policy Memo
- Maintain a file or manual of Chapter related governance policies and a systematic schedule for their review as determined by the board
- In coordination with Vice President of Membership, ensure and track maintenance of an up-to-date list of members of the Chapter
- Manage external correspondence and ensure that requests made of the Board of Directors is reported and responded to in a timely manner
- Maintain the annual Chapter financial audit report as part of the permanent records of the Chapter

Committee(s) Overseen

- Recognition Committee

Routine Events/Activities/Projects

- Attend monthly Board meetings
- Record and distribute Board meeting minutes for approval by Board of Directors
- Maintain record copy of approved minutes
- Create and print certificates of appreciation, either directly or via Recognition Committee

Other

- Appoint Deputy Recorder/Historian

Requirements:

Recommend the candidate for Recorder/Historian have the following, if possible, prior to assuming the position as Chapter Recorder/Historian.

Background and Skills

- Have a commitment to, and a clear understanding of the mission of the Chapter
- At least one year of previous service on the Board
- Knowledge of the meeting procedures, decision-making rules, governance policies and the Bylaws of the Chapter
- An adequate level of writing proficiency and access to a computer for word processing purposes

Attachment A: Treasurer Bylaws

ISSA-COS Bylaws: ARTICLE 4, SECTION 1. The officers of the Chapter must be General Members in good standing as of the date of their election. These officers shall be President, Executive Vice President, Chapter Vice President, Vice President for Education and Training, Recorder, Communications Officer, Treasurer, Four (4) Members-at-Large, Vice President of Membership, and Director of Professional Outreach. These officers shall constitute the Board of Directors. The President shall act as Chairperson thereof.

ISSA-COS Bylaws: ARTICLE 4, SECTION 6. The Recorder shall record and keep minutes of all meetings, and shall maintain the official records of the Chapter other than those records kept by the Treasurer. In addition the Recorder will be responsible for ensuring chapter members are recognized for senior member and fellow status, will submit members/the chapter for awards, and will serve as the chapter historian.

Election Policies

ISSA-COS Bylaws: ARTICLE 6, SECTION 7. The term of office shall consist of two years commencing at the conclusion of the December Meeting. The elections of the President, Vice President of Training and Education, two Members-At- Large, and the Recorder shall alternate with the elections of the Executive Vice President, Chapter Vice President, two Members-At-Large, and Communications Officer. The elections shall be for two year terms. The President, Vice President of Training and Education, two Members-At-Large, and Recorder positions shall be up for election in 2014 and every two (2) years thereafter. The other board positions shall be up for election in 2015 and every two (2) years thereafter