

Wenatchee Area Genealogical Society

Job Description

Recording Secretary

Reviewed January 2026

From WAGS By-laws:

“The Recording Secretary shall perform the duties usually associated with the office. He/she shall keep an accurate record of the transactions of all meetings of the Society and the Board of Directors.”

1. Take minutes at the board meetings, general meetings and special meetings. Include a) what was brought forward and why; b) who made motions, seconded, and whether they were passed. Unfinished business is important, plus other information that might be used for future reference.
2. At the membership meetings, the Program Chair circulates an attendance sheet for the in-person people, and makes a list of Zoom attenders as best he/she can. The Recording Secretary should also make a list and check it with the Program Chair. These names and numbers will be filed with the minutes.
3. It is good practice to finalize the minutes as soon after a meeting as you can, so that your notes don't get cold. It has become standard practice to email your first draft of the minutes to members of the board for any clarifications or suggestions. It is possible to record the meetings, if that would help in preparing the minutes.
4. Email the finalized board meeting minutes to the board members on the day of the board meeting (second Monday at 5:00 p.m. Via Zoom). Email the finalized membership meeting minutes to the Zoom host in time for the second Wednesday meeting (3:00 p.m. Zoom and in-person at the Wenatchee Library).

WAGS connects, collects and protects family histories.