**Role**

Serves as the official recorder of League business.

**General**

* Documents League decisions
* Provides a record of League deliberations and action for present and future reference
* Takes minutes of board meetings, annual meetings and other meetings at which decisions are made

**Specific**

* Sends minutes with agenda to board members before board meetings. This can be done by email.
* Sends minutes to LWVC communicator, and our Management Training Advisor
* Arrives at meetings on time; notifies president in advance of absence
* Verifies if quorum is present
* Sits next to the president
* Attaches consensus and other reports to minutes
* Records motions word for word; include the vote
* sends board changes to LWVC office
* sends annual meeting minutes to LWVC office
* participates in board discussion and votes on motions
* submits highlights of board meeting to local bulletin

**Techniques**

* Be accurate
* Write up minutes as soon as possible after the meeting
* Have the president check the minutes before they are sent to board members
* Have board members submit written reports