



American Gold Star Mothers, Inc.

Position Description: Recording Secretary

JOB DESCRIPTION: Shall make and keep in permanent form a record of the proceedings of the organization. She shall also act as Secretary to the National Executive Board and shall make and keep in permanent form a record of the proceedings of said Board.

SUMMARY OF ESSENTIAL FUNCTIONS:

- Serves on committees as assigned by the National President
- Prepares minutes of the National Convention, including the condensed version for inclusion in “The Gold Star Mother,” and submits same to the IT Chair for uploading to the website
- Prepares minutes of all business meetings of the National Executive Board, including the condensed version for inclusion in “The Gold Star Mother” of the September, February and pre-Convention meetings, and submits same to the IT Chair for uploading to the website
- Prepares all donation acknowledgments for signature by the National President and keeps record of all correspondence
- Signs all new charters for Chapters and Departments, along with the National President
- Serves as an ex-officio member of the Finance Committee of the National Executive Board
- Prepares articles for the *Gold Star Mother* publication upon request of the IT Chair
- Keeps an official copy of the Standing Rules as adopted by the NEB
- Keeps an official copy of any Resolutions adopted by AGSM membership at the National Convention

Additional Skills necessary to perform duties include, but are not limited to, the requirement of computer skills for all NEB members with special attention to grammar and spelling

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by this member of the National Executive Board of American Gold Star Mothers, Inc. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. All NEB members may be required to perform duties outside of their normal responsibilities as needed.

