

Topeka Genealogical Society Policies and Procedures

Reference of Bylaws, Article VI, Section 2 and Article VII, Section 1 & 2

Recording Secretary

Purpose

Provide written documents for Topeka Genealogical Society

Scope

Maintain all written documents for Topeka Genealogical Society

Duties

1. Keep accurate records of all Board of Director and yearly membership meetings of the Society
2. Serve as custodian of such documents
3. Maintain the official Society Bylaws and records of all approved Society Policies and Procedures
4. Maintain records and documents at the Society Library and in the BOD cloud account
5. Record minutes at monthly program meetings at the Topeka and Shawnee County Public Library when voting or business meetings are held
6. Provide support in Society activities as needed, or as directed by the Board of Directors and attend Board of Director monthly meetings

This policy was approved by the Board of Directors on May 11, 2017