



Alpha Chi Sigma Fraternity  
Professional in the Chemical Sciences

# MANUAL OF PROCEDURE RECORDER



# Manual of Procedure | Recorder

## Description

The Recorder is the recording secretary of the chapter. All of the chapter's files and records should be in the possession of the Recorder but available to all chapter officers when needed. The Recorder is the archivist but not necessarily the historian.

## Duties

**Keep Minutes** – This is a very important responsibility. The degree of accuracy and completeness with which the Recorder keeps the account of chapter meetings will determine the ease with which the succeeding business of the chapter can be conducted. The minutes should be kept in a bound book so that pages cannot be lost or removed without leaving evidence of their removal. If possible, a typed copy of the minutes should be prepared from the Recorder's handwritten copy, duplicated and distributed to all members.

When keeping minutes, the Recorder should:

- Date the minutes.
- Note the time at which the meeting was called to order.
- Name the presider, particularly if it is someone other than the Master Alchemist.
- Identify makers and seconders of motions, those who make reports and those who introduce items of business other than motions.
- Record motions exactly as stated.
- Do not record reports if written copies are already available. If reports are presented orally with no written copy available, only the highlights should be recorded.

To facilitate your coverage of the meeting, the Master Alchemist should prepare and follow a written agenda. All reports should be prepared in writing in advance, with the originals being turned over to the Recorder at the meeting. These reports should be included in full in the minutes.

**Maintain Chapter Records** – The chapter's records and documents should be stored in a safe place, preferably in a file that can be locked or at least in a cabinet in a room that can be locked. The records and documents should be filed in an order that makes it easy to find a certain document or record.



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**Assist the Reporter** – The Recorder should be familiar with the responsibilities of the Reporter and should be aware of which business with the National Office and others has or has not been conducted. The Recorder should know which reports are required, how to prepare them and when they are due. All forms can be found on the national website.

**Maintain Member Records** – If separate files for each member are provided, this is easy. A record of pledgings, clippings, notes, addresses, etc., about each member can be dropped into that individual's file folder. When the member graduates, his or her file can be turned over to the Alumni Secretary to be maintained.

### **Meet with Your Successor**

At the end of your term of office, transfer to your successor the minutes book and the membership records for all active members of your chapter. The new Recorder should understand how the minutes are to be kept and how important records, including membership files, are to be maintained.