



Recording Secretary Responsibilities Overview

The recording secretary is the elected officer who handles meeting minutes, correspondence, and documentation. It is the responsibility of the secretary to maintain accurate committee records.

The secretary's responsibilities may vary from one technical committee to another. Individual main committee officers' responsibilities are often listed in the bylaws of the committee.

Duties of the Recording Secretary

Before the meeting

- Assist in preparing the committee meeting schedule
- Help the chairman prepare and post the executive subcommittee and main committee agendas at least 30 days before the meeting
- Coordinate with Membership Secretary to print out attendance sheets for the main and executive committee meetings

At the meeting

- Circulate attendance rosters and collect proxies
- Identify voting members if necessary
- Provide minutes of previous meeting
- Take minutes

After the meeting

- Prepare and post the minutes of main committee and executive subcommittee meetings within 30 days
- Collect subcommittee minutes or have them uploaded directly to the ASTM website after the meeting by the deadline date

Minutes

The accuracy, format, content, and distribution of minutes are very important. Preparing the minutes of the executive subcommittee and the main committee meetings is the responsibility of the secretary. In some committees, the secretary is also responsible for collecting subcommittee minutes, which are then posted to the ASTM website. Writing the subcommittee minutes is the responsibility of the subcommittee chairman or subcommittee secretary. Audio and video taping is prohibited at all ASTM meetings.

Minutes should be written as soon as possible after meetings while the actions and discussions are fresh in the writer's mind. The committee's administrative assistant establishes a deadline date for submission of minutes. If the deadline is not met, timely availability of the minutes may not occur.

Content of Meeting Minutes

The minutes should begin with the committee designation and title, the date and location of the meeting. The body of the minutes should start with a statement of what time the meeting was called to order.

The minutes should reflect concise statements about specific items, including a brief overview of pertinent discussion, clearly indicating what decisions were reached and what future actions are required. Minutes are not intended to be a transcript of actual discussions. Make sure that minutes contain the membership changes, important administrative matter, recommendations and actions, highlights of subcommittee activities, status of standards, actions taken on negative votes and comments, future plans for coordination, and the requirements for the next meeting. For a thorough explanation of documenting negative votes, please refer to the ASTM Officers Handbook. Lengthy lists or documents presented during the meeting should not appear in the body of the minutes but should be attached.

Attendance sheets are used to indicate in the minutes the number of members and visitors that attended the meeting; these forms should not be affixed to the minutes.

Minutes should conclude with the notice of the next meeting date, time, and location.