Company Recording Secretary Responsibilities

Introduction
Responsibilities performed by the company recording secretary provide accurate records for current company operations as well as historical archives through minutes, lists, and reports. She supports camp counterparts through training and encouragement.

Summary of ISDUP Constitution and Bylaws
- Keeps a roll of members of the company board and camp boards.
- Takes minutes at all company meetings and events.
- Sends new Company Officer List to ISDUP following election.
- Following camp elections, sends the name of the new camp captains to ISDUP.
- Prepares the Annual Statistical Report from reports received from camp secretaries and forward it to the ISDUP by June 30.

Responsibilities

1. **Keep Accurate Records for the Company**
   - Archive company records and reports at the end of each DUP year (operational and fiscal) as a permanent, official file, to include:
     - Company Meeting Minutes and Company Officer List
     - Company Statistical Report
     - Company Annual Financial Review
     - District Convention President and Treasurer Updates to Their Members
     - District Convention Satellite Museum Treasurer Update, if applicable

2. **Take Minutes of Company Events**
   - Minutes should be brief; Company Meeting Minutes form may be used.
   - Minutes record attendance, discussions, and decisions, and are noted in order of occurrence.
   - Minutes reflect ongoing items to be tracked as well as motions made, and votes taken.
   - Minutes are to be read, corrected, and approved by the company board at following board meeting and are distributed under the direction of the company president.

3. **Prepare Lists of Company Officers and rolls of Attendance at Meetings**
   - Prepare and keep updated the Company Officer List
   - Prepare Attendance Roll and take roll at each company board meeting and event.
   - Attendance Roll, sign-in sheets, or silent roll call are appropriate for taking attendance according to need and/or event.

4. **Provide Assistance for District Conventions for the Company President as Directed**
   - Aid the company president by providing data needed for her report, i.e., number of histories submitted to ISDUP, roll call totals, lesson books purchased, new Members, etc.
   - Take roll.
5. **Prepare and Submit the Company Statistical Report to ISDUP**
   - Company president and secretary collaborate on needed data, much generated from the Camp Annual Statistical Reports.
   - Company Board List and Camp Captain List are included in this report.
   - Send this completed report with appropriate signature and attached lists to ISDUP Membership.
   - Assist camp secretaries where needed as they prepare the Camp Semi-Annual and Annual Statistical Reports.
   - Receives copies of camp Record Change Forms.

6. **Provide Training to Company Board and Camp Secretaries as Directed**
   - Attend ISDUP Leadership Training Seminar to receive training; disseminate that information to camp secretaries at Company Leadership Training Seminar.
   - Conduct training to camp secretaries at Company Leadership Training Seminar
   - Provide ongoing encouragement for camp secretaries in the successful use and understanding of ISDUP Constitution and Bylaws, ISDUP.org, and reports.
   - Know the reports camp secretaries are dealing with so you can answer questions and support.

7. **Perform Other Duties as Assigned by Company President**

8. **Use Only Current Forms and Information Found at ISDUP.org**
   - [ ] Company Meeting Minutes
   - [ ] Company Officer List
   - [ ] Company Statistical Report
   - [ ] Company Planning Guide
   - [ ] Company Report/Form Routing

### Company Recording Secretary Deadlines at a Glance

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Report Form</th>
<th>Prepared By</th>
<th>Sent To</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>June-May</td>
<td>Company Meeting Minutes</td>
<td>Company Recording Secretary</td>
<td>N/A</td>
<td>Company Records</td>
</tr>
<tr>
<td>June 30</td>
<td>Company Statistical Report, Company Officer List, Camp Captain List</td>
<td>Company Recording Secretary</td>
<td>ISDUP Membership</td>
<td>ISDUP Membership</td>
</tr>
</tbody>
</table>