

WVBOLD - Recording Secretary

Position Overview

The Recording Secretary is responsible for recording the minutes of the Board's meeting.

Responsibilities and Duties

- Assume office at the beginning of the new Fiscal Year.
- Records the meeting minutes for the Board.
- Sends out the meeting minutes for review by the Board.
- Ensure the meeting minutes are approved at the next Board's meeting.
- Ensure the meeting minutes are posted to the Board's website.
- Recommends new policies and procedures related to the position.
- Facilitates transition of new board members.

Qualifications

"Each member of the board shall be a citizen of the United States and a resident of this state. Four members shall have experience as a registered or licensed dietitian for a minimum of three years preceding the date of appointment." (See W. Va. Code § 30-35-3)