Choosing a Secretary/Recorder

The office of the secretary/recorder is an important responsibility whose records will provide community for your organization.

Hints on choosing a secretary/recorder:
- Is this person reliable; do they keep their appointments?
- Is this person well organized; do they complete their tasks in a timely manner?
- Is this person a good listener; are they able to be objective, not to make their own interpretations, and hear both sides of an issue?
- Is this person on top of what is going on; are they able to appropriately weed out the trivial information and record the important facts?

Adapted from Illinois State University, Student Involvement Center