

# **RECORDING SECRETARY**

October 20, 2004

1. Attend all meetings of the Music Festival Committee. Prepare an agenda list and keep accurate minutes of the meeting. The minutes are distributed by e-mail and by regular mail (or church mailbox where possible).
2. Keep an accurate list of the committee members' addresses, phone numbers and e-mail addresses and distribute with minutes occasionally (usually when a new member recruited).
3. Distribute an evaluation sheet to each committee member prior to Festival, and collate on one form all evaluations received. Distribute to the committee members for the evaluation meeting.
4. Request annual reports to be presented at the annual meeting. File in secretary's binder.
5. Answer letters directed to the Music Festival Committee as required.
5. Send thank you letters to the facilities providing venues for the Festival soon after the Festival.
6. Send thank you letters to retiring committee members, sympathy or congratulatory cards as appropriate to committee members.
7. Attend Festival mid-week meetings to prepare Grand Concert program.
8. Be responsible for the Music Festival storage box with binders of past minutes, etc.