

RECORDER DUTIES

The recorder is responsible for keeping an accurate record of all the significant actions of the council and maintains all correspondence of the council. Accordingly, he will need to attend all the important functions of the council. During the meeting, he will need to take appropriate notes. He may use the "Recorder's Minute Book", which is available from the Supreme Council.

During the meeting, the Recorder will be asked to read the minutes of the previously meeting at which time, corrections may be made. To the extent possible, the previous minutes need to be made available to the members prior to the meeting.

It is important that the Recorder maintain a full and accurate account of all Council meetings and actions. This includes Planning Meetings when important motions or activates are approved. Such records are immensely valuable for both practical and historical reasons.