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- 17.1 **QUALIFICATIONS:** Shall be a member of the National Ski Patrol in the Ohio Region, willing and able to undertake the duties of Recording Secretary.
- 17.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director.
- 17.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 17.4 **PRIMARY RESPONSIBILITY:** Shall attend all regular and, when requested by the Region Director, special Region Board of Governors meetings, take minutes, and distribute them when and as directed by the Region Director.
- 17.5 **FIVE-YEAR RECORD OF MINUTES:** Shall maintain a record of minutes and all reports filed at the Board of Governors meetings for the past five years.
- 17.6 **ARCHIVING OLD MINUTES:** Shall send records older than five years to the Region Historian.
- 17.7 **ON-HAND REFERENCES:** Shall have a copy of *Robert's Rules* and a current copy of the *NSP Policies and Procedures*, *The Central Division Operations Manual* and the *Ohio Region Bylaws and Operations Manual* at every Board of Governors meeting.
- 17.8 **REGION POLICY UPDATES:** Shall prepare updates for the Board Minutes section of the *Ohio Region Bylaws* and the *Ohio Region Operations Manual*. This section lists only motions passed which change any provision in these documents. The format of the updates shall follow the pattern established in the *NSP Policies and Procedures*.