**Recording Secretary  
The duties of the Recording Secretary shall be to:**

a) Ensure that accurate Minutes of all General, Executive and Staff Rep Meetings are taken and submitted

b) Provide information to the members on relevant issues by providing past discussion points

c) Support the office staff with the maintenance of records (meeting minutes, indexing discussion topics, reports of general matters and proposals under discussion)

d) Act as a member of at least one of the committees of the CTA (see B.17)

e) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings

f) Attend at least one School Board meeting a year

g) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings