

Select any that apply:

☐ This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

☐ This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

☒ This procedure contains no sensitive information. Current practices are outlined in this document.

Procedure for: Recording Secretary

1. Record the minutes of each Board Meeting.
2. Following the meeting, a copy of the minutes is filed by the Recording Secretary and a copy is emailed to ChisholmBoard@googlegroups.com and to the Financial Manager.