

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.**