



Lowcountry Master Gardener Association Job Description - Recording Secretary

The Recording Secretary of the Lowcountry Master Gardeners Association (LMGA) records, maintains and disburses official meeting minutes of the Board of Directors and Membership to ensure those records are available for review as requested. The Recording Secretary is a member of the Board team responsible for directing and managing the overall operations of the Association.

Responsibilities:

- Is a certified active Master Gardener and a member in good standing of LMGA
- Attend all board of Director and Membership meetings.
- Record proceedings from Board and Membership meetings.
- Prepare Board and Membership meeting minutes.
- Submit meeting minutes to Board members for review. Make any requested revisions to the minutes and distribute to Board members for final review.
- Make minutes of Board and Membership meetings available on request.
- Maintain LMGA board and membership meeting agendas, minutes and sign-in sheets on shared LMGA Google drive.

(Rev. 2/25/26)