

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Recording Secretary

Y L X G I E E T R E N K I G T A O Y W K T B A U  
R I U O W N M R E Z G E F U I U E W D S N N E C  
U C G H X S I A J N K H E O P V R X X E X F O Q  
H T B Y E N N N U U U Q L Z I R E M U M T M M K  
F L U L U D U S Y P C U T T O Z E C O Q M W L O  
S E I T U D T C W R J H U L R U U U W I I X T M  
H F A A Z A E R C M P C L O R B O F T T G Y T L  
X P P H Z M S I C H E C U F N I L T O U U F L H  
G O H C F D X B D X A Y Q F M Q E B A C T S O P  
A Z F O K D V E E L R H W I D E D S Z R M Q V B  
X N A P T W Q M L A Z D H C F Q O M E Z V P D C  
R O G I G B Z X T V R G H E X X Q F E C L P D Z  
S F N E W M R E P G M P B R S Y B B X M H I U O  
J O I S W P R Z Z O A I D N E A N Q V N B W V O  
M M T G C C C C E I T R B A O F C L D U C E D W  
Q T E N E R E C O R D I N G N I P C O Z L I R P  
O F E S H Z F M R V M D R A O B T O U X U S H S  
J Z M A O R W K H T R E C O R D H O S R T A R X  
I H B P X P R E P A R E A I B B J S M O A A U I  
K B H L G C Z E T A G E L E D Q E R Y L F T J U  
D Q W C Q H X L G D T O Y V C T O F U L O P E P  
X H T Y X N E K Y Q D G D F O C Q A F P J I D J  
W M Q U D K F F N L A Y H V T G B I J Q V C X I  
I M E B A A B E Q X I P D C C K H V S E E O B K

Transcribe  
Secretary  
Prepare  
Minutes  
Record

Roll call  
Recording  
Members  
Motion  
Votes

Executive  
Delegate  
Officer  
Duties  
Board

Committee  
Accurate  
Meeting  
Copies  
Files