



PSO Recording Secretary / Treasurer Handbook

Updated: Spring 2018

Officer Duties per Current Bylaws

Recording Secretary / Treasurer shall:

- A. Act as recorder at all Professional Staff Organization and Office Council meetings, and shall keep minutes thereof.
- B. Will submit minutes of all meetings to the Officer Council within ten (10) working days after Organization and Officer meeting.
- C. Perform other duties as may be assigned by the Chair or Officer Council.
- D. Monitor Professional Staff Organization budget

Responsibilities

Attend Officers Council Meetings

1. Officer Council shall meet no less than four (4) times during each calendar year.
2. Meetings of officers can be conducted in person, via phone, or via email

Attend scheduled PSO Members Meetings

1. The Professional Staff Organization Members will meet at least four (4) times per year; traditionally it is 6 meetings, plus PSO Social
2. PSO meeting responsibilities
 - A. Be knowledgeable of "Roberts Rules of Order"
 - B. Record the minutes of all Professional Staff Organization meetings and submit the minutes within ten (10) working days after the meeting; All officers confirm minutes are complete, and then Digital Communications Officer posts them to the website
 - C. Monitor the PSO budget on a monthly basis, this entails tracking expenditures and reconciling the budget
 - D. Coordinate with Campus Card services for door prize winners when necessary
 - E. Track attendance at PSO meetings

Assume role of Chair or Vice Chair in the event of absence

1. When necessary, the Secretary / Treasurer may need to take responsibility of attending meetings on campus representing PSO
2. When necessary, run regularly scheduled meetings in the absence of the Chair and Vice Chair

Committee Service

1. Please see PSO Committee Handbook for more information
2. The Secretary / Treasurer has been asked to represent the PSO on several campus committees, which included:
 - A. President's Council – Attended on behalf of PSO Chair as scheduled and as needed
 - B. PSO Donations – Serve on the PSO Donations Committee that oversees donation requests from campus and community organizations

Adhere to PSO ByLaws

1. Most recent copy of the PSO Bylaws is located online at on the [PSO page for Handbooks and Bylaws](http://www.lcsc.edu/pso/handbooks-bylaws/) (Full URL: <http://www.lcsc.edu/pso/handbooks-bylaws/>) and a hard copy is held by the Secretary
2. Bylaws govern all aspects of PSO business; it is recommended that the Recording Secretary / Treasurer become familiar with what the bylaws proscribe

Miscellaneous Duties

1. Accept comments from PSO members to pass along to Officer Council for discussion
2. Work collaboratively with other PSO Officers as needed and requested to assist in their duties