

Recording Secretary Annual Report

May 2025 – April 2026

Hello everyone,

It has been a pleasure to serve as the Recording Secretary of the Local over the past year. In this role, I worked to ensure that the Local's meetings, records, and internal communications were organized, accurate, and timely.

Over the past year, I have:

- Prepared agendas for Executive, General Membership, LMC, and Annual meetings, including old and new business items, pre-written motions, and executive reports
- Scheduled meetings and sent notices and reminders to Executive officers and members to support strong attendance and participation
- Taken accurate and detailed minutes for Executive, General Membership, LMC, and Annual meetings
- Ensured that the Executive was informed of meeting times, locations, assigned tasks, and report submission expectations
- Followed up with timely reminder emails to Executive members regarding action items to help ensure completion
- Participated in socials and steward events to stay connected with members' priorities, concerns, and hopes for the union

I believe I have fulfilled the responsibilities of this position with diligence and care, and I am grateful for the opportunity to have served the Local in this capacity.

Sincerely,

Rishav Jaiswal