

**Secretary
Executive Board Position
2017-2018**

Summary

The Secretary takes minutes at all board meetings and general membership meetings at which official Club business is conducted. He or she also prepares the minutes, posts them online, and handles other related requests as directed by the President.

Position Requirements

- Good writing and organizational skills
- Medium level computer skills
- Adequate time to attend monthly meetings and prepare minutes

Responsibilities

Attend all board meetings and special meetings called by the President. Arrange for a substitute secretary if unable to attend these meetings.

Prepare monthly board minutes, and submit a first draft to the President for review soon after the board meeting [see samples of past minutes on website]. After corrections are made, send digital draft copies to board members for review before the next meeting.

Provide a final copy of the approved minutes to the President for signature and post on the website as part of the archived documents.

Maintain a file of all year-to-date minutes.

Maintain a separate list of substantive motions made throughout the year to provide a concise record for future boards. Deliver a copy of these motions to the President twice a year.

Work with the President or other board members to see that congratulatory or sympathy cards are sent to ANC members when needed.

Reminders

All expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are expected to provide training for their positions when the incoming board takes office.