

Secretary Executive Board Position

Summary

The Secretary takes minutes at all board meetings and general membership meetings where official Club business is conducted and prepares the minutes to be posted on the website in pdf format. Maintain a separate list of substantive motions made throughout the year and provide a copy to the President no less than twice a year. Attach to final minutes of the year to be posted on the website. This position also 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 send to the Communications Director to post on the website as part of the archived documents.

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.