

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. 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 required documents.

Responsibilities:

Coordinate preparation of each Board meeting agenda with the President and distribute final version to all Board members prior to each meeting.

Attend all Board meetings and special meetings called by the President. Arrange for the Parliamentarian or another substitute secretary if unable to attend these meetings.

Prepare 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 signed copy of the approved minutes to the President and send to the Communications director to post on the website as part of the archived documents.

Review finalized meeting minutes no less than twice per fiscal year and advise the President of any outstanding agenda items or motions that require follow up consideration or action.

Reminders:

All Board members:

- Must submit all expenses for reimbursement by the Treasurer before the end of ANC's fiscal year.
- Are expected to attend board meetings, usually on the first Wednesday morning of the month.
- Are expected to provide training for their positions when the incoming board takes office.
- Should respond ASAP to all inquiries from other members, potential members and Board members.
- Should periodically post information on the Club website and weekly newsletter pertinent to the position.