

## **Job Description Secretary**

1. Attend monthly meetings of Executive Board and General Board of Newcomers.
2. Record the members in attendance at each of the two meetings by circulating a sign-in sheet.
3. Take minutes, record motions accurately and record the vote counts on the motions.
  - a. See samples of minutes posted to the Club's website.
  - b. Attempt to capture the essence and conclusion of a discussion. Do not record details, but summarize the discussion in general.
4. Write up minutes following the meeting. This is most easily done soon after the meeting in question.
5. Email a draft of the minutes to the President.
6. Revise the minutes according to suggested revisions by the President.
7. One week (roughly) prior to the scheduled monthly meeting, send the revised minutes to the President who will distribute them with the agenda for the next meeting. Bring a few printouts of the minutes to the next meeting.
8. If additional revisions occur at the meeting, revise the final copy, email a copy to the President, and post the final, revised, copy of the minutes on the website.