

## **Job Description**

### **Secretary**

1. Attend monthly meetings of the Board and, when scheduled, the Executive Committee.
2. Record the members in attendance at each such meeting by circulating a sign-in sheet.
3. Take minutes, record motions accurately and record the vote counts on the motions.
  - a. Minutes of prior meetings are posted to the Club's website, and can be referenced as a guide.
  - 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 at least ten days before the next scheduled Board meeting.
6. Revise the minutes to reflect revisions provided 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 and email it to the President and, additionally, to the VP of Technology for posting on the Club's website.
9. At the direction of the President, and in conjunction with the Vice President of Technology, maintain information for use and retrieval by officers of the Club relating to noteworthy determinations by officers of the Club and deliberations of the Board and Executive Committee that are not reflected in the minutes.