

SECRETARY

Reports to: Board of Trustees

Term of Office: One Year as Secretary of the Board

Qualifications:

Must have been elected by the membership to the Board of Directors. Should exhibit qualities suitable for the Secretary of the Board.

General Responsibilities:

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

Special Responsibilities:

- Maintain standard for motion submittal.
- Ensure there is a versed volunteer to replace the secretary if not in attendance.
- Maintain all board records and ensure their accuracy.
- Assume responsibilities of the chair in the absence of the board president, and vice president.
- Provide membership notice of meetings of the board and/or of a committee when such notice is required.