



OFFICER JOB DESCRIPTION

SECRETARY

BYLAWS: ARTICLE V: OFFICERS _ SECTION 6. DUTIES OF OFFICERS

H. The SECRETARY shall:

1. Keep the minutes of the Board of Directors and General Membership Meetings.
2. See that a record of attendance of all members is kept.
3. Sign with the President any contracts authorized by the Board of Directors.
4. Ensure that all meetings are opened with a prayer and purpose.
5. Perform such other duties assigned by the President or the Board of Directors.

DUTIES OF THE SECRETARY

1. Keep informal notes of Executive Committee meetings, which should be given to the President.
2. Minutes of the last Board of Directors' Meeting are to be emailed to the Director of Operations for dissemination to all board members one week before the next scheduled Board of Directors Meeting
3. Keep track of sign-in attendance and ensure that voting members of the board are notified, if they are absent from two consecutive regular board meetings.
4. Act as a clearinghouse for reports requested by the President, such as Annual Reports, History of Committees, etc.
5. Keep all ballots for the number of days specified by the Head Teller.
6. Ensure that an up-to-date record of motions is kept by the Society's office, and the original motions are kept in the office.
7. Original motions made at each meeting shall be submitted in writing immediately following each meeting, copies of the written motions shall be given to the President, Executive Director, and the chairman affected by the motion, so that all directions from the Board of Directors may be carried out.
8. All minutes should be submitted to the office for final typing and inclusion in the Minutes Book as soon as possible after each meeting, and for mailing to the Board of Directors prior to the next board meeting. To comply with IRS regulations requiring minutes for each chartered organization, separate bound copies of the Society Minutes and the Foundation Minutes are kept offsite at a records storage facility. Duplicate copies of the minute
9. Be familiar with a laptop computer, including the use of Microsoft Word and Microsoft Power Point.
10. Be familiar with other equipment used at meetings, such as an LCD projector, Elmo printer and other equipment used at meetings.