

## **Job description**

### **Secretary**

#### *Is a member of the Board*

***1. The Secretary shall serve as secretary of the Board of Directors. The Secretary shall keep the minutes of all meetings of the Board of Directors and general meetings; attend to serving and giving all notices of the Corporation; have charge of the corporate seal, the membership certificate records, and such other books, records, and papers as the Board of Directors may direct; and perform such other duties as may be incident to the office or as may be prescribed by the President. (from the by-laws)***

2. Maintains records of the board and ensures effective management of organization's records

3. Manages minutes of board meetings and general membership meetings.

4. After each meeting, she/he shall mail (email) his/her minutes to the president within 10 days of the meeting.

5. Ensures minutes are approved and then emailed to officers shortly after each meeting.

6. Secretary needs to be sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.