

JOB DESCRIPTION FOR SECRETARY

One year term

Duties

1. Take minutes at board meetings
2. Transcribe minutes and email copies to board members within one week after board meeting to ask for corrections
3. Email corrected copies to board members one week prior to next board meeting
4. Bring one printed copy to the next board meeting and have minutes approved by board
5. Collect pre-meeting reports from board members to save with minutes
6. Record election results at the last meeting of the year in June and file with board minutes
7. Save three years of board minutes and board reports for reference
8. Write letters on behalf of the Guild as directed by the President or other board members
9. Maintain an updated file of board members' job descriptions

revised July 1998
revised April 2002
revised 2014
revised June 2015 LL