

# SECRETARY

The Secretary shall maintain official records of the proceedings of the Board and make them available to the Board. The records shall include meeting agendas, minutes, policies, procedures, Board decisions, guidelines, financial reports and other proceedings of the Board. The Secretary shall arrange for mailings of official correspondence. The Secretary shall also perform other duties and have such authority as shall from time to time be assigned by the President or Board.

## KEY RESPONSIBILITIES

- Create board meeting agenda document and solicit board reports.
- Attend board meetings and record meeting minutes.
- Distribute a link to the prior month's board meeting minutes to the rest of the board along with the Action Items List and Board Motion Record, for board approval at the next meeting a week before the monthly board meeting.
- Schedule additional Board-related meetings, to include workshops and retreats.
- Assist with monthly meeting set-up and clean-up