

JOB DESCRIPTION: SECRETARY

1. To record minutes at all DeColores Board meetings and mail or e-mail these minutes to All Board members a week before the next meeting.
2. A careful recording of motions and their exact wording is important, as well as the names of those who made and seconded the motions.
3. It is not necessary to record every word said at the meeting, but to summarize briefly and include the conclusion of discussions in the minutes.
4. At the end of the calendar year, the minutes for that year should be placed in a folder and then in the Secretary's file box.
5. A summary of the motions should also be typed and included in the file box, in the folder labeled "summary of motions".
6. If the Secretary cannot attend a meeting, he/she should ask another Board member to record the minutes and mail or e-mail them to the Secretary so he/she can send them to the Board members before the next meeting.
7. The Secretary may acquire envelopes, stamps, paper, etc required for his/her job and submit a bill to the treasurer.
8. At the first Board meeting of the year, pass around a "sign up for snack" sheet. Make sure each month is filled in. When sending out the minutes, include a reminder of whose turn it is for snacks.
9. At each Board meeting, pass around an attendance sheet. Make sure each person that is present signs the sheet.
10. You will take care of any correspondence from the Board— thank you notes, etc.
11. The secretary's notebook should include for each month: meeting minutes, signed attendance sheet, treasurer's report, and any other reports distributed at the meeting.

