

2011
BOARD OF DIRECTORS/OFFICERS (D)
(approved 11/98; 1/10; 10/10; 1/15)

Secretary
Job Description

It is the responsibility of the secretary to maintain the correspondence and minutes of the corporation as they relate to the meetings of the board of directors.

General Duties:

1. To record and process the minutes of the meetings of the board of directors within one month of each meeting, and submit approved minutes to the office and webmaster of the corporation.
2. To compose and send correspondence as requested by the president, executive director or board chair.
3. To maintain copies of all minutes, correspondence and other important documents to be passed on to the next secretary.
4. Other duties as assigned by the president or board of directors.