



EGC Job Description: Secretary
Date Approved: 5.23.2016
Revision Dates: 8.15.17

General Summary:

The Secretary is the custodian of the records of the Club; sees that all notices are duly given in accordance with the provisions of the Bylaws and as required by law; and, in general, performs all duties incident to the Office of the Secretary and such other duties as may, from time to time, be assigned by the Board of Directors or by the President.

Responsibilities:

- 1) Meeting minutes
 - a) takes meeting minutes and keeps them in books provided for that purpose for the following:
 - i) the monthly General membership meeting,
 - ii) the monthly Board of Directors meetings, and
 - iii) Executive Committee meetings, if needed.
 - b) notes the:
 - i) date and time the meeting was called to order,
 - ii) the number of members present, and
 - iii) the site where the meeting took place,
 - iv) the names of the Board members who are present and those who are absent.
 - c) forwards copies of:
 - i) General meeting minutes to Board members by the 20th of the month.
 - (1) two members of the Board review the General meeting's minutes prior to sending them on to the Editor of the *Wild Iris* for publication.
 - ii) Board meeting minutes only to the Board members.
- 2) Meeting agenda:
 - a) The President will email an agenda for the upcoming meeting listing key agenda items to be discussed, and the Secretary will print the agenda, and at the meeting she/he will take notes for each listed key item.
- 3) Social correspondence
 - a) conducts all social correspondence plus any additional correspondence that is designated by the Board (e.g., get well cards, sympathy cards, etc.).
 - b) arranges for flowers if appropriate for a death.
 - c) keeps an updated Birthday list and provides the *Wild Iris* Publisher a list each month of members having birthdays that month for publication in the newsletter.
- 4) Written documents
 - a) As needed, makes revisions to Club documents, e.g., the bylaws, policies, guidelines, etc.
 - b) Route revised documents in pdf format to the Technology Officer, who will be overseeing online posting of documents as needed, and maintain documents to send to appropriate officers.
- 5) Board position's notebook
Maintains, updates, and passes on to next board member in this position – a notebook which explains in detail how to do the business of the specific board position, including any relevant documents and materials.
- 6) Financial Policies, Guidelines, and other documents (every two years review and revise)
 - a) EGC Charitable Giving Policy.
 - b) EGC Cash Reserve.
 - c) EGC Conflict of Interest policy
- 7) During the summer, provides orientation and training to the incoming Secretary and attends the summer Board meeting.