

## **Secretary Job Description**

The Secretary records and types the minutes of the meetings, including Executive Board Committee and any others. As requested by the President; posts and makes necessary corrections on original copies and is responsible for ROSC correspondence as directed by the President.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ROSC Board meetings, luncheons, coffees, and other ROSC sponsored functions
- Informs the President if unable to attend a Board meeting or other meetings that the Secretary may be requested to attend.
- Maintains a notebook as outlined in the Board Procedures
- Maintains Secretary Board reports and all other Board positions Board reports for two years.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

### **RESPONSIBILITIES**

1. Make arrangements for Board meetings: set-up name plates, collect these items following the meetings, records meetings
2. Maintain board reports and meeting minutes in Google Docs
3. Record minutes of the Board and General Membership Meetings and provides email notification to the Board prior to the following Board Meeting for Board review with the access link to Google Docs.
4. Include in the minutes the attendance, time called to order, time adjourned, all motions and seconds, and the actual vote count on the motions, names of those making motions, a summary of all board member reports, summary of any discussion, new business, and old business.
5. Coordinate with Administrative Treasurer for purchase of ink cartridges, paper, etc. as needed by the Secretary.
6. Coordinate with Thrift Shop for key of Thrift Shop, hole punched paper, toner cartridge and using the copier at the Thrift Shop for copies of Board reports and other ROSC paperwork.
7. Serve as member of all committees
8. Maintain copy of the Constitution, Board Member Roster, & Job Descriptions of Board Members.
9. Following the OSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure an efficient transition. This shall be done prior to the May Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all

paperwork, notebooks, and any other additional materials to their successors at this meeting.

Last update March 2019