

SECRETARY

VOLUNTEER JOB DESCRIPTION

General Responsibilities

The Secretary 1) records and reports the minutes of the meetings of the Board of Directors and General Membership and 2) maintains the history, records, and other documents of the Club.

Skills & Experience

- Leadership skills with team attitude.
- Able to recruit and tactfully communicate with people.
- Able to organize and ensure the accomplishment of tasks and other details.
- Familiar with Club bylaws, procedures and policies.
- Familiar with Roberts Rules of Order.
- Eligible for bonding (if deemed necessary by board).

Accountability

Elected by and reports to General Membership of the Westernaires Chorus (Club) for 12 months effective January 1.

Limitations

- Authorized to act within policies approved by Board of Directors and avoids interpreting such for self-interest.
- Refrains from speaking for corporation unless designated in advance.
- Unauthorized to incur corporate financial obligations without prior approval of President.

Guides

1. Record the minutes of each meeting of the Board of Directors and afterwards distribute such to Board members. These minutes may be posted on the Club web page.
2. Record the minutes of each meeting of the General Membership and afterwards distribute such to Club members. These minutes may be posted on the Club web page.

Note: Because they are both legal and historical documents, minutes should be succinct but very briefly describe the items discussed, motions made, votes taken, and agreed upon follow-up actions.

3. Maintain a Club 'vital records' folder (i.e. IRS letter of tax exempt status, club charter certification, bylaws, minutes, etc.).
4. Transfer an updated job description to his or her successor.