

## **SECRETARY**

The Secretary of the Board is a member of the Executive Committee. The Secretary is responsible for recording and distributing the minutes for all Board meetings (or ensuring the completion of this task). In addition, the Secretary is responsible for coordinating the Board's communication with the membership.

### **General Responsibilities**

1. Record minutes for all Board meetings and distribute to Board President and Executive Director for review. Integrate any changes or additions and distribute (generally via email) to all Board members.
2. Coordinate the Board's communication with the membership, which currently includes a bimonthly (every other month) letter. This responsibility entails monitoring the Board minutes for topics to be included in the letter and either writing the letter or soliciting volunteer Board members to write the letter or to write specific topic sections and ensuring that the completed text is sent to the Executive Director to include in the newsletter.
3. Attend the Board annual retreat and the annual leadership dinner; if requested by the President, record and distribute minutes for these events.
4. Participate in Executive Board meetings and discussions and take on related tasks as needed.
5. Join and participate in a Board committee (in addition to the Executive Committee) (e.g., Personnel, Board Development and Leadership, Diversity, Development).
6. Participate in Board projects and take on Board tasks as needed.

### **Term**

The Secretary serves for two years, with the option of a third year.