



## LEAGUE OF WOMEN VOTERS OF THE ANN ARBOR AREA SECRETARY

Role: The secretary serves as the official recorder of League business.

### GENERAL RESPONSIBILITIES:

- Document League decisions.
- Provide a record of League deliberations and action for present and future reference.
- Take minutes of Board meetings, annual meetings and other meetings where decisions are made.
- Serve as corresponding secretary at the request of the LWVAAA President or Board
- Maintain LWVAAA archives

### SPECIFIC RESPONSIBILITIES:

1. Send copies of board meeting minutes to board members before next meeting, preferably two weeks before so that Board members are reminded of commitments they have made.
2. Keep an official copy of corrected minutes.
3. Send copies of Annual Meeting minutes to Minutes Reading Committee. Committee makes corrections, initials and returns to Secretary within two weeks. It may be necessary to remind them of this deadline. File one copy with annual meeting booklet, and give a copy to President and President Elect
4. Prepare Board member list after Annual Meeting with address, e-mail address, phone numbers, term of office and portfolio. Give a copy to each Board member. State and National require this same information on their own forms.
5. Assist the President with correspondence, thank you, sympathy, etc. notes as needed.
6. Sign, with the President, all contracts and other instruments when so authorized by the Board.
7. Maintain a newsletter file.
8. Verify a quorum is present. (Majority of board constitutes a quorum).
9. Notify President in advance of absence. Arrange to get minutes from substitute.
10. Attach any consensus reports to minutes.
11. Participate in board discussion and vote on motions.
12. Direct LWVAAA record management system, ensuring that essential documents and information are collected and properly stored in electronic or paper form. At the end of each fiscal year, see that appropriate materials are sent to the UM Bentley Historical Library to be added to LWVAAA file there.

### Techniques:

1. Be accurate.
2. Write up minutes as soon as possible after the meeting. Record motions word for word; include vote.
3. Underline and/or bold face the names of members who have agreed to do something before the next meeting.
4. Have president check the minutes before they are sent to Board members.
5. Encourage Board members to submit written reports.