**SECRETARY**

**Job Description**

The Secretary shall record the minutes of the Board and regular meetings, including attendance. She shall be custodian of the records of the corporation including the minutes of Board and Regular meetings. She shall sign legal documents with the President. She shall be responsible for correspondence authorized by the Board or membership. She shall be on the Board, and on the Executive committee. She reports to the President.

**Required Skills:**

* Effective business communication skills (i.e., written and oral)
* Computer skills (i.e., email, word and excel)

**Training:**

* Attend Board training.
* Be familiar with the **Standardization of Assistance League of Indianapolis ® Written Material,** and follow its guidelines for preparation of press releases and other documents sent to the media.
* Be familiar with Assistance League of Indianapolis Policies and Standing Rules.
* Familiarize self with National Assistance League Manual for Chapters and required terminology for writing or speaking about Assistance League.

**Responsibilities:**

* Follow Assistance League of Indianapolis Policies and Standing Rules.
* Attend monthly board and regular meetings.
* Download all Board Minutes, Treasurer reports, signed motions (Statement of Financial Position, Statement of Activities) organized by month for the entire year on a flash drive and give to Treasurer at the end of May. The Treasurer will then give the minutes to the auditor to review if required.

**Specific Duties:**

* Record minutes of all Board, Executive Committee and regular meetings.
* Sign Legal Documents with President.
* Be responsible for permanent chapter records (motions), including financial ones.
* Download regular and board meeting minutes, board reports signed motions, Statement of Activities and Statement of Financial Position, on a flash drive to be stored at the chapter office at the end of the year.
* Follow National Assistance League guidelines as suggested in *Manual For Chapter Management 2014, Bylaws for Chapters pg. 2-62 and 2013 -14 bylaws of Assistance League of Indianapolis, 6.09.*
* Maintain a list of Motions (indices) from regular meetings by year and outlined by category. This list shall be forwarded to the Parliamentarian and the President to be reviewed.
* Maintain permanent duplicate copies of the minutes from every Board and regular meeting on a hard drive. This shall be stored off- site.

**Minutes – Board Meetings**

Shall state names of all elected and appointed members, as well as any invited guest(s) present at the meeting.

1. Shall include names of members who give reports or make motions.
2. Shall be submitted to President and Parliamentarian for review within 2 weeks of meeting.
3. Shall send each elected board member and email of Board Minutes.
4. Receive board reports no less than 3 days before a board meeting.

**Minutes – Regular Meetings**

1. Shall state in the minutes if a quorum is established.
2. Shall include names of members who gave reports or make motions.
3. Shall be submitted to the President and Parliamentarian for review within 1 week of meeting.
4. Regular meeting minutes will be emailed by the President to the membership 3 days before a regular meeting.
5. Shall send Regular minutes to Advisory council after Approval by membership.