

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, but excluding financial records. She shall sign legal documents with the President. She shall be custodian of the corporate seal.* 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, 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 document 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
- Be responsible for any correspondence authorized by the President or Board
- Assist President in preparation of Agenda for Board Meetings and Regular Meetings
- Prepare copies of the Board Minutes for the entire year and give to the Treasurer at the end of May. The Treasurer will then give the minutes to the auditor to review as required.

Specific Duties:

- Record minutes of all Board, Executive Committee, and regular meetings.
- Sign Legal Documents with President.
- Be responsible for permanent chapter records, with exception of financial ones. (Maintain original copy of regular and Board Meeting minutes at the Chapter House.
- 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 per category. This list shall be submitted to the Assistance League of Indianapolis Newsletter Publisher on a periodic basis for member review.
- Create and maintain permanent duplicate copies of the minutes from every Board and regular meeting on a computer CD or disc, which copies shall be stored off-site

- Prepare two (2) copies of annual report for this position – one copy for procedure manual and one copy for President's file.
- Pass on procedure manual, corporate seal, and train incoming Secretary. (The corporate seal is stored in the top cabinet in the president's office.)

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 for review within two (2) weeks of meeting.
3. Shall send each elected board member an e-mail or hard copy (if no e-mail available) of Board Meeting Minutes.
4. At next Board Meeting, shall read motions made at previous Board Meeting and whether motions were adopted, defeated, or tabled as directed by President.
5. Receive board reports no less than three (3) days before 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 President for review within (1) week of meeting.
4. Shall make three (3) copies of signed minutes available for review at next Regular Meeting. You may elect to e-mail minutes to all members.
5. At next Regular Meeting, shall read motions made at previous regular meeting and whether motions were adopted, defeated, or tabled as directed by President.