

Secretary Job Responsibilities

- Attend State Convention in May (if possible)
- Submit any budget requests to the President by June 15.
- Prepare meeting agendas with the President
- Attend Monthly Board Meetings
- Take minutes of all Board Meetings and distribute to the board within 1 week following the meeting
- Compile contact list of members and volunteers (including their name, phone#, address, e-mail, etc.).
- Keep/Update a Procedure Book or Binder
 - Bylaws
 - standing rules
 - job descriptions
 - annual budget
 - calendar for the year
 - Agendas, minutes, financial reports, and all other reports.
 - Membership list
 - Newsletters
 - A list of the board members, chairmen, and committee members - including contact information
 - Activity Summary Reports
- Thank the volunteers who help you
- Report to the President