



JOB DESCRIPTION: SECRETARY

Role: The Secretary is the official recorder of League business. The Secretary is an Officer and serves on the Board.

Responsibilities:

1. Provide the official record of League deliberations:
 - Take minutes at all decision-making meetings of the Board, and at the annual meeting;
 - Maintain a record of attendance at all Board meetings;
 - Verify the presence of a quorum;
 - Attach submitted reports to the minutes.

2. Distribute League records:
 - Send Board minutes and highlights to the VP Administration for review;
 - Submit reviewed minutes to VP Administration for inclusion in Board packets;
 - Submit highlights of Board meetings to newsletter editor;
 - Coordinate with VP Administration to maintain file of all minutes, with corrections, and attachments;
 - Provide copies of the minutes to LWVUS and LWVNM as requested.