



Secretary/Clerk

Purpose of position as stated in Bylaws:

The Secretary/Clerk shall have overall responsibility for all record keeping. The Secretary/Clerk shall perform, or cause to be performed the following duties:

- a) Official recording of the minutes of all proceedings of the Board of Directors, Executive Committee and monthly meetings.
- b) Provisions for notice of all meetings of the Board of Directors, Executive Committee and members.
- c) Authentication of records of the Corporation.

Individuals must have the commitment and skills required to fulfill the Core Responsibilities of their role. Other aspects of the role can be delegated to others; however, the individual retains accountability for the work being done well and in a timely manner.

Core Responsibilities:

- Create meeting agendas derived from prior meeting minutes, interim email discussions, and topics requested by other officers, directors or members.
- Attend all monthly meetings and take comprehensive notes. Produce and distribute meeting minutes in a timely manner.
- Write meeting notices and ensure notices are sent via appropriate vehicle on a timely basis.
- File forms with the state as needed.
- Maintain repository of CRDA records for all meetings, state filings and other pertinent documents.

Other Responsibilities that may be delegated to other officers/members:

- Send emails to membership and general email list to notify members of meetings.
- Use own home address as address of record for official matters for the Corporation, unless delegated to a member of the Board of Directors.

Necessary Skills/Attributes:

- Excellent listening, writing and note-taking skills
- Proficiency with MS Word, including the ability to create PDF files
- Detail-oriented

* Group refers to officers and directors, and other members when present at a monthly meeting.