

## **Job Description Secretary**

The Secretary records and types the minutes of the meetings, including Executive Board and General membership meetings and any others, as requested by the President; posts and makes necessary corrections on original copies, and is responsible for ASC correspondence as directed by the President.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ASC Board Meetings, luncheons, coffees, and other ASC sponsored functions.
- A member of the Board shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or persistent absence from ASC Board and/or General Membership Meetings.
- Removal of any Board of Governors member shall require a 2/3 majority vote of the governing board.
- Informs the President if unable to attend a Board meeting or other meetings that the Secretary may be requested to attend.
- Maintains a notebook as outlined in the Board Procedures.
- Maintains Secretary Board reports and all other Board positions Board reports for two years.
- **At the January Board meeting provides an updated inventory and projected budget.**
- **At the December Board meeting, provides an updated job description.**

### **RESPONSIBILITIES**

1. Makes arrangements for Board meetings: set up name plates, set up position files and collect these items following the meetings, records meetings.
2. Record minutes of the Board and General Membership Meetings and provides email notification to the Board prior to the following Board Meeting for Board review.
3. Assures that the President proofs and signed before submitting to Private.org
4. Includes in the minutes the attendance, time called to order, time adjourned, all motions and 2nds, and the actual vote count on the motions, names of those making motions, a summary of all board member reports, summary of any discussion, new business, and old business.
5. Submits all forms required by Private.org to the Private Organizations office: 11<sup>th</sup> FSS/FSR Bldg. 1414 Arkansas RD, Room #6
6. Prepares an annual ASC Board members roster, keeps updated throughout the year.
7. Checks the ASC Mailbox located at The Thrift Shop at least once a week.
8. Sends an email to those members with mail to notify them to check the box at the Thrift Shop.
9. Brings the mail from the Thrift Shop to the Board Meetings and General Membership Meetings to ensure that people collect their mail.
10. Maintains both current and permanent ASC records for a minimum of 10 years (kept in file in Thrift Shop closet).
11. Maintains ASC Bulletin Board in the ladies lounge at The Club at Andrews, the Thrift Shop and the Courses at Andrews ladies lounge: that includes monthly minutes, a copy of the Treasurer's Report, and anything else requested by the President.
12. Coordinates with General Treasurer for purchase of ink cartridges, paper, etc. as needed.
13. Coordinates with Thrift Shop for key of Thrift Shop, hole punched paper, toner cartridge and using the copier at the Thrift Shop for copies of Board reports and other ASC paperwork.
14. Serves as member of the Budget, Constitution, and Job Description Review Committee.
15. Maintains copy of the Constitution, Board Member Roster, & Job Descriptions of Board Members.
16. Fulfills other duties as identified by the President.
17. **Following the ASC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.**