

Executive Board Descriptions Secretary

The Secretary shall keep a record of General Monthly Meetings, Executive Board Meetings, and Board Meetings.

- Send a copy of all the minutes for all meetings to the Executive Board within forty-eight hours
- Send a copy of all the minutes for the General Monthly Meetings to the Newsletter Editor to include in the monthly newsletter
- Have a printed copy of the General Monthly Meeting minutes from the previous month on the sign-in table at each meeting in case any member wants to view them
- Present and motion to approve the minutes from the previous month at each General Monthly Meeting, the Parliamentarian will conduct the vote

The Secretary shall include in all minutes:

- A record of all members present at each meeting
- The date of the meeting, time started and time ended
- Any and all Executive Board votes taken including discussion

The President may call upon the Executive Board of Directors for emergency votes via email, when needed. The Parliamentarian shall preside over these online votes and keep a record including discussion. **The Secretary shall include any such votes in the Board Meeting minutes following the vote.**

The Secretary shall attend all monthly General Meetings, Board Meetings, and the Executive Board Meetings.

- If you can not attend one of the meetings find a replacement that will take the minutes for you.
- Follow up with the replacement to make sure the minutes are typed up and sent to the Executive Board and Newsletter Editor
- Have a copy at each meeting

The Secretary shall keep a printed copy of all minutes taken throughout the year in her binder.

- Be prepared to read the minutes of any discussion as needed

As an Executive Board Member you are part of the Budget Committee to establish a budget for the year. The budget needs to be prepared and a vote taken before the Leadership Orientation in June. The budget will then be presented at the first General Meeting of the club year.