

**Secretary** – prepares and presents meeting agenda, and minutes. The Secretary is a member of the Executive Committee. The Secretary’s responsibilities include:

- Board meetings. Schedule regular board meetings
- Maintain accurate records. Responsible for ensuring that accurate minutes of board meetings are kept
- Maintain accurate records. Memorialize key information such as the board’s actions, the rationale behind decisions, elections of new officers, and reports from committees and officers).
- Maintain accurate records. Record and distribute board meeting minutes to the full board and post online for public reporting.
- Maintain accurate records. Board meeting minutes shall record the board’s actions and decisions. They inform absent attendees what they missed, and if legal complications arise, minutes can serve as a legal record.
- Maintain accurate records. Ensure contact information is up-to-date.
- Guidance. Hold members accountable to meeting attendance and related board business as noted in the meeting minutes.
- Document. Create new documentation or ensure all existing documentation is current, which details all information related to the Secretary in policy, process, and responsibilities.
- Operations. Orient New Board Members
- Operations. Maintain a board binder that contains key documents.
- Operations. Track board member terms.