

AAUW
HEALDSBURG BRANCH
SECRETARY JOB DESCRIPTION
Reviewed January 2018

All board members are expected to do the following:

Attend all board meetings. Support branch programs. Submit all ideas for discussion or resolutions to President at least 48 hours prior to meetings. Communicate with President regarding branch issues.

BOARD POSITION: **Secretary**

- Take complete and accurate minutes at monthly board meetings.
- Submit these minutes to President within one week of each meeting.
- After review by the President, distribute these minutes to all board members by electronic means or by mail when officer does not have a computer.
- Incorporate BOD updates to the minutes whether they are submitted via email or at the next BOD meeting.
- After the meeting where the minutes have been approved, send a copy of approved minutes or approved as amended to the webmistress for posting.
- Provide for replacement to take minutes if not available for a board meeting.
- Evaluate job at end of year. Provides feedback for improvements to next year's Secretary.