

AAUW  
HEALDSBURG BRANCH  
SECRETARY JOB DESCRIPTION  
Reviewed June 2019

*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.