

SECRETARY

Job Description

The Secretary is an elected Officer of the Board of Directors and serves from July 1 to June 30, the League's fiscal year. The Secretary will be familiar with League positions and principles and knowledgeable about all levels of League. As a Board member s/he collaborates in making policy and in the planning and carrying out of League activities. This is not a sensitive position with respect to the League's nonpartisan policy.*

GENERAL RESPONSIBILITIES

- Understands and carries out the duties of the Secretary.
- Understands the duties of other portfolios and works with them.
- Maintains and stores information vital to specific job performance (via hard copy files, electronic documents, and/or emails).
- Trains successor and passes on vital information in a mutually agreed time and manner.
- Owns Dropbox account and ensures that documents essential to LWVA as a whole are archived at <https://www.dropbox.com/home/LWVA>.

SPECIFIC DUTIES

- The Secretary keeps minutes of all Board meetings and the Annual Meeting in June and Board Retreat in August.
- Writes Minutes of regular or special meetings: includes time and place held, names of those present at Board meetings, and the proceedings of the meetings. Includes in Minutes of special meetings how they were authorized and the notice given.
- Distributes draft minutes to Board within three days following each meeting for feedback; incorporates revisions as needed. Makes revised minutes available to Board prior to following meeting for approval; incorporates additional revisions from meeting, if any, and forwards final approved minutes to President and to Chair of Communications Committee for archiving on LWVA website
- Submits Board Briefs - highlights and decisions made at Board meeting - to the editor of *The Voter*, the League's newsletter, on request.
- Signs with the President all contracts and other legal documents when so authorized by the Board

*See LWVA website for Non-Partisan and Diversity policies.

Adopted March 2015; revised April 2018, Jan. 2021