

Job Description
VUBC Unit 547 Secretary

The Secretary shall:

- Be an Officer of the Unit.
- Record all duties usually attendant upon the office of Secretary.
- Attend all meetings of the Board of Directors, and all membership meetings.
- Keep minutes of all meetings of the Board and of the membership.
- Forward a draft of the minutes to each Board member following any Board meeting or membership meeting. Make corrections as required and provide a finalized copy of these minutes at least three days prior to the subsequent board meeting. After the Board formally approves the minutes, the minutes shall be forwarded via email to the Unit Web Master to post on the Unit website.
- Maintain an electronic copy of all minutes, and correspondence.
- Request certified or qualified director tests from ACBL and arrange for test to be administered.
- Maintain the Unit Procedures Manual and revise as necessary.
- Handle all other duties as outlined in the Unit by-laws.

Reference Material:

1. ACBL Handbook of Rules and Regulations

<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>