

## SECRETARY JOB DESCRIPTION

The Secretary shall keep an accurate record of all meetings of the association and handle all correspondence of the association per the By-Laws, Article V, Section 3.

## MEETINGS

Minutes of both Executive Board and General Membership shall be taken by the Secretary and emailed to board members for comments/corrections.

- When General Membership minutes are approved by the board, the minutes are forwarded to the Communications chairperson along with the Treasurer's report to be posted on the website and a paper copy shall be kept in the Secretary's notebook.
- When Board minutes are approved, they are maintained in paper copy in the Secretary's notebook.

The Secretary shall also assist the President at meetings to ensure that any unfinished business is taken care of and that all appropriate recommendations from the board are brought before the membership.

The Secretary shall maintain the previous two years' board and general meeting minutes in the Secretary's notebook. Older minutes may be discarded. At the end of the year, minutes, correspondence, and financial reports are to be secured in the official Secretary's notebook before being turned over to the new Secretary.

## CORRESPONDENCE

The Secretary shall attend to any correspondence requested by members of the Executive Board that is outside of the responsibility of the Vice President. It is advisable that any communication with the City of Arlington have an Arlington return address. A copy of all official correspondence and announcements should be kept in the Secretary's notebook.

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