**Board Member Duties**

**Secretary**

1. Records and preserves the minutes of all Thrift Shop Board meetings and presents them for approval at the next Board meeting.

2. Submits copies of the monthly Board meeting minutes and monthly Financial Reports within 14-days of the meeting, in which these documents were approved by the board, to the Director, DFMWR IAW FD Reg. 210-17.

3. Maintains current roster of Board Members to include names, phone numbers, addresses, and email addresses. Will provide copies of current rosters to all board members.

4. Provides the Manager with a copy of the approved monthly meeting minutes, to make available at the Thrift Shop.

5. Requests the annual AAR from each Board Member and maintains them for the subsequent Board.

6. Prepares and records other Board correspondence, as needed.

7. Submits revised, Board approved, Thrift Shop Constitution and/or SOP to the Director, DFMWR (Attn: Private Organization Coordinator) for approval IAW FD Reg. 210-17.

8. Provides bank with any changes to signatory and signs bank documents authorizing changes.

9. Will be a voting member of the board.

10. Members of the Board of Directors with voting privileges will be prohibited from acting as regular volunteers within the Thrift Shop. Board Members will be invited to participate in special events hosted by the Thrift Shop including but not limited to Saturday Sales, Flea Market, and/or celebrations. The Thrift Shop Manager may request conditional approval for volunteer assistance from the entire Board of Directors should an emergency and/or special occasion require such support.