

VAL Secretary Duties

- The Secretary is an officer position on the Board of Directors and is a voting member of the board.
- The Secretary is required to attend the monthly Board of Directors meetings.
- The Secretary is responsible for taking notes during the meetings, typing up the official minutes and sending the minutes to the president in a timely manner. The president and secretary will coordinate on an acceptable timeline for receiving the official minutes.
- The minutes are reviewed and then voted for or against approval during the next board meeting. If the minutes are not approved, the secretary must edit the minutes according to the direction of the Board to be voted on again for approval. This is a good reason to prepare and send the minutes soon after the meeting while the board members still have the meeting clear in their minds. Any needed edits can be made before the next meeting.
- You will be supplied with a folder containing instructions and samples. You will be provided with the name and contact of a mentor to answer questions and help you.