

SECRETARY

[2018 By-Laws](#)

ARTICLE V – OFFICERS, TERMS OF OFFICE, DUTIES

The membership will elect four officers (President, Vice-President, Secretary, and Treasurer). All officers must reside within the above stated geographical boundary, as defined in Article II, for the entire period they hold office. Officers will be elected every two years. The Board of Directors will consist of the 4 officers and the immediate past President. Other officers may, from time-to-time, be appointed by the Board of Directors.

B. Duties

The Secretary shall assist with coordinating all meetings, take minutes at all meetings, be custodian of the Association's meeting minutes and membership records, and perform such other duties as may be assigned by the Association or the President.

Other duties of the elected officers shall be to formulate the agenda for the upcoming Association meetings, determine and assess fees, channel requests for information, perform a fact-finding function, and clarify rumors.

The elected officers will continually seek the advice of the residents for such matters including, but not limited to, meeting topics and guest speakers.

Monthly Responsibilities (what Debbie really did) - Total # of Monthly hours = between 10-20 hrs.

Attend Bi-weekly Board Working Meetings and take Meeting Minutes

Attend all quarterly Membership Meetings

Prepare the Bi-weekly Board Meeting Minutes

Prepare Membership Meeting Minutes

Communicate with the venue representative to set up the DINA quarterly membership meeting dates.

Solicit Sponsors for the Membership Meetings

Communicate with the Sponsors on their role at the Membership Meetings

Request business model/photos from the meeting sponsors to add to DINA's Website

Send handwritten Thank you notes to the Speakers, Sponsors, and Venue Hosts

Communicate with Sponsors several days prior to the meeting and on the day of the Membership Meeting and help them set up and breakdown.

Greet and check-in the Members at the Membership Meetings and Events.

Help research and create various documents as assigned by the President throughout the year.

Notify the Daniel Island News and DIPOA of upcoming Membership Meetings for publication.

Remind the POA staff to put the sandwich board signs out in advance of the Membership Meetings, and other meetings as needed.

Coordinate volunteers for meetings & events.

The following job description is provided as a resource for residents considering running for a DINA leadership position. This is only meant as a resource to better understand qualifications and skills that will ensure success as a DINA Board Member-Officer but are not requirements to hold a Board Member-Officer position.

Job Title: Secretary, Daniel Island Neighborhood Association

Job Summary: The Secretary of the Daniel Island Neighborhood Association will be responsible for providing administrative support to the Board of Directors and maintaining accurate records of the association's activities. The Secretary will work closely with the Board of Directors to ensure the efficient and effective operation of the association.

Key Responsibilities: • Attend and document minutes of all Board meetings and other association meetings as necessary • Maintain accurate records of the association's activities, including correspondence, reports, and other important documents • Assist in the preparation and distribution of meeting agendas, minutes, and other relevant documents • Manage and maintain accurate membership records and assist with membership communication • Respond to inquiries from members and the general public • Assist in the coordination of events and other activities as needed • Coordinate with other members of the Board of Directors to ensure timely and accurate communication and follow-up • Maintain confidentiality of all association records and documents

Desired Qualifications, but not required: • High school diploma or equivalent required; Associate's or Bachelor's degree preferred • 2+ years of experience in administrative support or related field • Strong organizational and communication skills • Ability to work independently and collaboratively • Detail-oriented with strong analytical skills • Understanding of non-profit organizations and their operations • Proficient in Microsoft Office and other relevant software • Commitment to the mission and values of the Daniel Island Neighborhood Association

Working Conditions: The Secretary will be a volunteer position and will work closely with the Board of Directors. The Secretary will have the flexibility to work remotely, and attend in-person meetings. The position may require occasional evening and weekend meetings, as well as attendance at community events and meetings. The position will require approximately 10-20 hours per month depending on the association's activities.

Compensation: This is a volunteer position, with no monetary compensation. However, the Secretary will have the opportunity to develop and enhance their administrative and organizational skills and gain valuable experience working with a non-profit organization.