

## Secretary Job Responsibilities

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- Attend State Convention in May (if possible)
- Submit any budget requests to the President by June 15.
- Prepare meeting agendas with the President
- Attend Monthly Board Meetings
- Take minutes of all Board Meetings and distribute to the board within 1 week following the meeting
- Write letters (correspondence) when needed
- Compile list of members and volunteers (including their name, phone#, address, e-mail, etc.). Share with board as needed. Maintain this record
- Assemble/Update Procedure Book or Binder
  - Bylaws
  - standing rules
  - job descriptions
  - annual budget
  - calendar for the year
  - Agendas, minutes, financial reports, and all other reports.
  - Membership list
  - Newsletters
  - A list of the board members, chairmen, and committee members - including contact information
  - Activity Summary Reports
- School T-shirts. Have them ready to sale at back-to-school night in August
- Thank the volunteers who help you
- Report to the President