

AAUW Port Townsend Job Description

JOB: Board Secretary

JOB TYPE: Elected Office

BOARD ATTENDANCE: all board meetings

VOTING MEMBER OF BOARD: Yes

DURATION OF SERVICE: 2 years

RESPONSIBILITIES: Take minutes of all board meetings. Monitor that they are approved by the Co-Presidents and distributed to the board. Each month transmit electronic copies of all meeting minutes, handouts and any other business to the Historian.

SIGNIFICANT CALENDAR MILESTONES:

- Every month: take all meeting minutes and return draft minutes to Co-Presidents revisions and approval. After final revisions distribution is done by Co-Presidents to the board members.
- Last Meeting of the Year: submit year-end report to the board

TURNOVER:

- Incorporate Year-End Report recommendations that relate to this position into job description.
- Update position binder. I don't think this is necessary. I would eliminate this task.
- Forward electronic copy of any documents that will be useful templates for this position to your replacement.
- Train your replacement by July 1.