

SECRETARY

Purpose:

The secretary shall record the minutes of the meetings of all board, membership, and special meetings, and shall perform such other duties as the president and board shall assign.

Responsibilities:

Record the minutes of the meetings of all board, membership, and special meetings.

Submit an annual report to the President.

Minutes of the Business Meeting During Annual Convention

Submit the draft minutes of the business meeting at the annual convention to two volunteer readers identified by the President at the subject meeting, who will recommend edits as needed. No further approval is required. Provide the reviewed minutes to the meeting attendees at the business meeting during the next annual convention.

Minutes of Other Business Meetings

Submit, by mail or email, the draft minutes of other business meetings to each member of the board within one month. Provide the reviewed, draft minutes to the meeting attendees for their approval at the next meeting.

Provide copies of the approved minutes to the AAUW Maryland archivist at the end of the secretary's term.

At all meetings, have access to the Association bylaws, the state bylaws, the state handbook, the state directory, and *Robert's Rules of Order, Newly Revised*.

Help the president to coordinate meetings and schedules.

Assume any other duties as requested by the president or listed in the AAUW Maryland bylaws and policies.

Skills Helpful to the Position:

Good writing skills

Familiarity with parliamentary procedures

Time Required:

Four or five hours to attend each meeting and prepare minutes afterward.

Calendar:

Dates are flexible.

Two board meetings are required each year. Five board meetings are commonly held including:

July	Summer Conference Summer Board Meeting
October	Fall Board Meeting Fall Conference
January	Winter Board Meeting
April	Board meeting Annual Meeting and State Convention
June	Transition Board Meeting