

## Secretary

### Overall Duties

- take/write up/distribute minutes from all board and member meetings
- maintain records of the society such as bylaws and operating guidelines
- tally results of roll call votes
- Volunteer Appreciation event (track hours)

### General Information

- member of the Board of Officers and of the Board of Directors
- length of term is two years; may run for a second term if desired
- email address: [secretary@loosebeadsociety.org](mailto:secretary@loosebeadsociety.org)

### Common Duties and Procedures

- Attend board meetings and member meetings.
- Track volunteer hours of members (including self) for all meetings, events, and activities.
- Submit timely Revenue and Expenditure forms to Treasurer for all revenues and expenditures associated with your position.
- Save copies of paperwork (either hardcopy or electronic) associated with events and activities to be passed along to the next person in your position.

### Minutes

- Attend all Board and Membership meetings and take notes.
- Write minutes based on notes.
- Via e-mail, send a draft of the previous month's board and membership meeting minutes to all board members prior to the following board meeting.
- Make any changes to the minutes as discussed during the board meeting.
- Produce a final version of the minutes.
- Convert document(s) to PDF.
- Send via e-mail to Website Coordinator for posting on LBS website.
- File official minutes in secretary's binder or electronic folder.

**Policy:** The Treasurer will report actual numbers during the board meetings, however the Secretary will not include the actual numbers in the minutes.

### Bylaws

- Keep copies of the Society's bylaws, current amendments, and standing rules.

- Always have a copy of the bylaws in hand at Board and membership meetings.

### **Other Recordkeeping**

- Maintain records of the Society.

### **Other Duties**

- Tally the results of all roll call votes.
- Support the President on the Volunteer Appreciation Task
  - Tally volunteer hours. All board members submit a monthly listing of volunteer hours for their position, committee members, and other members who volunteered on one of their event.
  - The “volunteer hour year” ends right after the November membership meeting. Submit a list of names and total hours to the President as soon as possible after this.
  - The President will order/procure volunteer appreciation tokens. Assist the President with bagging and tagging the tokens prior to the December membership meeting.