

AAUW Crystal Lake Area (IL) Branch

Job Description – Secretary

TERM: Elected two-year position, in even numbered years.

OVERALL DUTY: The secretary shall record and keep minutes of all board, membership, and special meetings, if the secretary is not present, another member other than the contact for administration and finance will be designated to record and make available upon request the minutes of each meeting and board meeting. (Branch Bylaws)

NECESSARY SKILLS: Basic computer skills and knowledge of Microsoft Word.

BOARD MEETINGS (as scheduled): Required to attend.

DUTIES AT LOCAL LEVEL:

- ❖ Take minutes at monthly board meetings.
- ❖ Email board meeting minutes to Co-Presidents and board members the following week, for review and potential corrections.
- ❖ Take minutes at monthly branch meetings.
- ❖ Email branch minutes to Co-Presidents the following week for review and potential corrections.
- ❖ Maintain record of agendas, minutes, and other branch events.

DUTIES AT STATE LEVEL: None

DUTIES AT NATIONAL LEVEL: None

Reviewed: September 2023