



SECRETARY **JOB DESCRIPTION**

- I. Record the minutes of board meetings.
 - A. Record attendance at the board meeting for inclusion in the meeting minutes.
 - B. Distribute a draft copy of the minutes to board members for corrections and/or additions via email and/or make available on the shared Google Drive.
 - C. Distribute a final version of the minutes with corrections and/or additions via email and/or make available on the shared Google Drive for review and final approval at the board meeting.

- II. Record the minutes at the general members meetings.
 - A. Distribute a draft copy of the minutes to board members for corrections and/or additions via email and/or made available on the shared Google Drive.
 - B. Distribute a final copy of the minutes to board members with corrections and/or additions via email and/or made available on the shared Google Drive.

- III. Retrieve the mail at the U.S. post office box.
 - A. Log all mail received and distributed in a correspondence log file available on the shared Google Drive.
 - B. Distribute the mail to the appropriate individuals via one of the following venues: electronically, postal system, board meeting or general meeting.

- IV. Maintain a document of elected and appointed board members and post this document on the shared Google Drive.

- V. Send a “Welcome Email” to a new member upon receiving a new member application notice.

- VI. Print copies of the agenda and handouts for in-person meetings; this duty can be delegated to another board member as needed.

- VII. Send a get-well card to any member when informed of illness or sympathy card when appropriate.

- VIII. Email communication exclusively through the BAGS email address secretary@txbayareagen.org.

- IX. Attend a majority of the board meetings.