



## BCTTNS SECRETARY JOB DESCRIPTION

### **Secretary**

The Secretary should have good writing skills, experience in taking formal minutes, follow a set protocol as determined by the Board, have computer skills, and access to a fax machine.

The Secretary:

- takes minutes at all meetings of the Board. In her/his absence will arrange with a Member-At-Large or Past President to assume recording responsibilities.
- has charge of the Minute Books of the organization, all official documents, policies and procedures of the Society Board.
- prepares agenda's and issues notices of meetings of the Society of Directors.
- seeks input from the President regarding the first draft of the minutes and distributes minutes of all meetings with enclosed reports of the Board to said Society Board members.
- keeps the official minute book up-to-date. The secretary will bring this to each meeting for reference as needed.
- keeps all committee reports on file.
- in consultation with the members of the Boards conducts correspondence of the organization, except that which is an appropriate function of other offices or committees.
- signs all contracts, documents, or instruments in writing that require the Secretary's signature.

Revised: March 2015