

Secretary (*Recording*) of Sarasota/Manatee NOW

Position Description

Effective June, 2017

This description provides specific responsibilities of the Secretary of Sarasota/Manatee NOW and is written in association with the [Board Member of Sarasota/Manatee NOW, Position Description](#).

Purpose of Board Position

The Sarasota/Manatee NOW Board provides leadership to the general membership in alignment with the mission and vision of national and state NOW.

Known Key Relationships

- Bylaws Chair
- Membership Director
- Communication & Visibility Chair
- Treasurer

Responsibilities – Associated Tasks

These responsibilities are specific for this position and required. However, assistance may be provided from other board members or general members.

1. Maintain records of all Sarasota/Manatee NOW Board and Chapter meetings in chronological order and shall be the custodian of the records:
 - a. Chapter and Board meeting minutes
 - Record minutes at the chapter membership meetings.
 - Review and finalize draft with board members.
 - Using appropriate technology make available to chapter membership.
 - b. Retain all formal and approved Sarasota/Manatee NOW documents.
 - Chronologically
 1. Chapter meeting minutes
 2. Board meeting minutes
 3. Treasurer's reports
 4. Annual Budget
 5. Annual/ Quarterly Financial Report s
 - Most current version of
 1. Bylaws
 2. Operating Rules
 3. Strategic Plan
 4. List of Committees, chairs and members
 - Formal Correspondence
 - Published articles
 - Contracts

Skill

- Note Taking
- Knowledge of Robert's Rules specific to the taking and retaining the formal minutes from the board and general meetings
- Solid working knowledge of word apps
- Document Management