



FIREBELLES SECRETARY Job Description

Purpose:

To record into minutes the discussions and actions of the Executive Board (including committees) and the general membership and communicate these at the next appropriate meeting. The minutes are a recording of the actions of the Firebelles, and it is important to keep accurate records in line with Robert's Rules of Order.

Responsibilities:

- Attend all Executive Board and General Membership meetings and take notes
- Find a substitute secretary if unable to attend a Board or General Meeting
- Email a draft of all minutes to the President for her review
- Make any revisions requested by the President
- Email a draft copy of the Board Minutes to the Executive Board and all meeting attendees.
- Email a draft copy of the General Meeting Minutes to the Executive Board
- Make any revisions as requested by the Board
- Make copies of Board Minutes for those in attendance at the next Board meeting for approval
- Make copies of General Meeting minutes for each table and each officer at next meeting for approval
- Maintain final copies of all minutes, approved by Board and general membership, in the Secretary binder, along with any supporting documents
- Email a final copy of all minutes to the President, if revised during the meetings
- Process all correspondence, post notices, and perform other duties as directed by the President
- Ensure there is an adequate supply of Firebelles stationery available for those who need it
- Close of Business in June issue a letter of Directive to the Bank and meeting minutes of May/June to show election are to be given to incoming President.

Skills Needed: Access to a computer and printer is required. Good knowledge of writing, spelling, punctuation, grammar, as well as basic computer knowledge and the ability to send emails. Organizational skills and the ability to meet deadlines are important.

Supplies Required: Binder, dividers and tabs for maintaining all minutes and correspondence. Black printer ink cartridge(s) and white, multi-purpose paper. Firebelles stationery (letterhead and envelopes with Firebelles logo). Three-hole punch. Audio cassette recorder (optional).