

# Sun Region

## Job Description:

## Secretary

The **secretary** shall:

- 1 be elected for a two-year term of office. (*possibly 3 years*)
- 2 serve on the executive committee and as a member of the region board of directors.
- 3 be familiar with the bylaws, policies & procedures of the region as well as the national policies related to the position.
- 4 electronically distribute and file all documents, notices and reports related to executive and finance committees and board of director's meetings.
- 5 insure that board meeting seating arrangements and necessary materials and paperwork is complete.
- 6 determine if a quorum is present and keep attendance records of all meetings.
- 7 maintain a file of attendance records and proxies.
- 8 record and archive the minutes of all region board and executive committee meetings.
- 9 distribute final copies of minutes to all board members within the established timeline.
- 10 receive and file copies of motion forms.
- 11 send copies of significant correspondence to the region director.
- 12 promote effective communication through prompt responses (e-mail or telephone) of inquiries and ongoing business. Keep executive committee and board members apprised of important information in a timely manner.
- 13 forward reimbursement requests for expenditures to the treasurer. in a timely manner.
- 14 submit budget requests to the finance chairman by established date.
- 15 mentor successor and transfer files and property to successor promptly.
- 16 select a region member familiar with the files to be called in case of personal emergency.
- 17 administer all in-between sessions via e-mail as required to conduct region business.