

## *Elected Officers:*

### **Secretary**

*People who have held this position:* Lenora Davidson, Ada Goodwin, Barbara Howes, Georgene Jacobs

The Secretary is responsible for recording proceedings of all Board and Society Annual Business meetings and providing minutes to the Board. The Secretary retains copies of minutes, attendance at Board meetings, the Articles of Incorporation, Bylaws, correspondence, audit reports, contracts, and business-related records of the Society. The Secretary replies to correspondence and presents correspondence to the Board for their information and decision.

#### **At the beginning of the year**

If the officers have changed, new signature cards must be prepared at the Whidbey Island Bank. Each of the 4 officers must sign the signature cards; the Secretary signs to affirm the other officers who have signature authority. Go to the Financial Services Rep of the Freeland branch on the left inside the door. Take your driver's license for identification.

#### **Attendance at Board meetings**

- Record which of the 14 Board Officers and Directors are attending each meeting: Past President, President, VP, Secretary, Treasurer, Archives, Education, Field Trips, Library, Membership, Programs, Publications, Publicity, Volunteers – all others are guests
- Include those present and absent in the minutes

#### **Minutes** (historical minutes are found in the Secretary's Notebook)

- Meetings will be conducted per the "Simplified Meeting Rules" in the Bylaws – copy included in each Job Guidelines booklet
- Record minutes of all Board meetings and the annual Society meeting in June. Attach the e-mailed President's Report (pre-meeting e-mail) to each month's minutes.
- Summarize Key Points at the beginning of the minutes
- Record only pertinent details of *discussions* and *decisions*, the main purpose of our Board meetings. Reports are made by e-mail to the Board members, not at the Board meetings.
- Provide Board members with minutes prior to the next meeting; this is done through e-mail and hopefully within 10 days of the meeting, a good business practice. To save meeting time, the minutes are not read during the meeting since each Board member reviews them before the meeting.
- Make any corrections that are brought up at the meeting and distribute the *corrected* minutes by e-mail to the Board.

#### **Secretary's Notebook**

- Maintain the hard-copy 5" binder that contains historical minutes and documents

#### **Card Recognition**

- The Board decided to have the secretary send condolence cards to surviving *members* for the death of a spouse. Other recognition would be a verbal thank you or thank you in the newsletter.

#### **At the end of the year**

- Create a summary of key decisions for the year listing key points for each month. Provide this summary to the next Board.
- E-mail all the minutes of the Board and Annual Society meetings, attendance records, audit reports, key correspondence, and business-related records to the Director of Archives to be archived in the GSSWI Permanent Records.