

## **POSITION DESCRIPTION: FL AAUW SECRETARY**

**Position overview:** Record, distribute, and retain minutes for all Executive Committee and Board meetings.

### **Overall responsibilities:**

- Attend all FL AAUW Executive Committee and FL AAUW Board meetings. If unable to attend; find a replacement to take minutes.
- Record minutes of all Executive Committee and Board business sessions as follows.
  - a. All minutes are labeled DRAFT until approved at the next Board meeting.
  - b. Be concise and specific.
  - c. Record all official business and motions with maker of motion, seconder, and result of vote.
  - d. Include in minutes:
    - Purpose of meeting
    - Date and Place of meeting
    - Time meeting opened
    - Presence of quorum
  - e. For guest speakers indicate only name, position, and subject.
  - f. Record only business sessions.
  - g. Indicate time of adjournment.
  - h. Sign minutes - name, FL AAUW Secretary. (Do NOT sign respectfully submitted)
- Obtain three (3) readers to critique minutes before they are distributed. Give those names to the President before opening of the first session.
- After readers return corrections/suggestions, produce minutes and distribute to all Board members via email or US mail.
- Maintain record of minutes for seven (7) years. Eliminate paperwork for preceding years.
- Provide sign-in sheets for all Board meetings and verify that all Board members have signed. Give same to the Director for Finance who will use to verify attendance for reimbursement of expenses. These will be returned and become part of record with minutes.
- Produce sign-in sheets for additional activities as requested by President.
- Maintain supply of motion forms and sign-in sheets.
- Take to all Board meetings:
  - a. Current *AAUW Charter and Bylaws*
  - a. Current Florida AAUW Policy Book
  - b. Florida Directory with Bylaws, lists of FL AAUW officers, committees and task forces
  - c. Printed copy of previous Board meeting minutes for President
  - d. Motion forms and sign-in sheets

**Specific responsibilities to the state:** Record and maintain accurate record of all business conducted by FL AAUW. Maintain files in chronological order or ease of searching for materials.

**Specific responsibilities to the Association:** same as above.

**Specific skills helpful to the position:** Good listening skills, ability to write clearly and succinctly, spelling skills, note taking, typing, and understanding of AAUW policies and procedures.

**Time commitment:** Time necessary to accomplish all of the above. Serve on the FL AAUW Executive Committee and state board. Attend all Executive Committee and state board meetings and the state convention. Attend any additional meetings if proceedings must be recorded. Attend regional conference and Association Convention if possible.