

ROLE TITLE: Secretary

PURPOSE OF ROLE¹: The purpose of the Secretary role is to record and maintain all official documentation of Boomers Rock, including membership records, meeting minutes and policies and procedures.

RESPONSIBILITIES²:

- Officer of Boomers Rock; authorized to sign checks.
- Responsible for producing meeting minutes.
- Responsible for maintaining documentation archives (electronic and/or hard copy), including membership records.
- Responsible for annual meeting communications.
- Responsible for attending all board meetings.
- Authorized to sign checks.

SPECIFIC ACTIVITIES³:

- Records meeting minutes, has them approved, and publishes them to the BR website.
- Keeps the file (electronic and/or hard copy) of all official Boomers Rock documentation, including bylaws, meeting minutes, election results, waiver or permission forms, etc.
- Notifies BR members of the annual meeting.
- Creates a board succession plan.
- Notifies BR members of director candidates.
- Maintains the official Boomers Rock calendar, including board meetings and other things not on the event calendar.
- Works collaboratively with the Director of Membership to assure that membership records contain names and addresses of each member, and the date upon which the membership ceased.

¹ Why this role is important to Boomers Rock

² No matter how it gets done, what is this role responsible for accomplishing. Start each entry with "Responsible for. . ."

³ If there are specific tasks that this role must do, enter them here. Start each entry with a verb.