



Job Description- Secretary

1. Keep mailing list (membership list is kept by Treasurer)
2. Send out any questions or requests to mailing list
3. Meeting preparation:
 - a. Help arrange speakers, meeting topics, etc.
 - b. Help coordinate meeting location and plans for food & refreshments
 - c. Help with soliciting vendor support
 - d. Make meeting invitation and send to mailing list
 - e. Prepare meeting materials:
 - i. Speaker handouts
 - ii. Raffle tickets
 - iii. Meeting agenda
 - iv. Speaker bio
 - f. Make meeting PowerPoint presentation
 - g. Help with meeting registration
4. Elections
 - a. Request board member nominations by close of the September meeting
 - b. Send ballots to membership by November 1, due back by December 1
 - c. Count votes and have count verified by second board member
 - d. Announce election results at December meeting (or webinar)
5. Membership votes
 - a. Any changes to bylaws or dues need to be sent to membership for approval
 - b. Send proposed changes to membership, tally votes, have votes verified, and announce outcome to membership.
6. Keep website information current (with Steve Valorz)
 - a. Meeting information
 - b. Board meeting minutes
 - c. Contact list