

IYANW Secretary

Job Description

Attend scheduled meetings.

Maintain archives, electronically and paper, of all meeting minutes, agendas, official correspondence and newsletters. Possibly other items like photographs, memorabilia, and the like.

Take meeting minutes and prepare the minutes for approval at future meetings.

Publish the actions items from meetings within one week of a meeting and the entire minutes for review within one month of a meeting.

With the President, create agendas for meetings and publicize to board members.

With the board, write and distribute official correspondence. Coordinate with board members who write official correspondence on their own to archive copies.

Other clerical tasks as needed.

Other duties as assigned by the President or agreed upon by the board.

Last updated July 2011