



## Portfolio Description: SECRETARY

Adopted 09.08.08; Revised 05.02.13; 03.15.21; 12.19.22; 06.19.23

**Role:** To record the official business of the League. As a member of the Board of Directors, understand and support the League policies outlined in the LWVSNM Handbook and Member Directory, including nonpartisanship and justice, equity, diversity and inclusion.

### Responsibilities:

1. Take minutes of board, annual, and other meetings where decisions are made by the officers, directors, and members of the League;
2. Verify presence of a quorum, when necessary;
3. Send board meeting minutes to President for review no later than one week after board meeting;
4. Send highlights of board meetings to the newsletter editor;
5. Maintain a set of meeting minutes for filing in archives at end of year;
6. Develop and maintain a roster of Board of Directors with contact information: home address, telephone or cell phone numbers, and email addresses;
7. Assist President with record-keeping, policies, and correspondence, as needed;
8. Assist with other secretarial functions as directed by the Board;
9. Coordinate voting that takes place including electronic voting, as needed. Notify members and record the results.

### ACTIVITIES SCHEDULE

#### MONTHLY:

- Take meeting minutes at board meetings;
- Send board meeting minutes to entire Board for review no later than one week after board meeting;
- Revise minutes based on comments received and send to the President for review; revise again as needed;
- The Secretary or President will re-send the draft final minutes to Board members to be officially approved at an upcoming meeting;
- Once the Board officially approves the minutes, the file name is shown as *approved* minutes as well as within the document;
- Send draft highlights of approved Board minutes to the President for review; These draft highlights are for *The Voter*;
- Send highlights of board meeting minutes to newsletter editor (and cc the President) for inclusion in *The Voter* newsletter;

**APRIL:**

- Following the April Annual Meeting, send the draft minutes to the president for review and edits; send the president's revised minutes to all members who attended the Annual Meeting for their comments or suggested edits.

**JUNE:**

- Submit the finalized draft minutes to the Board for approval before the end of June (of the same year as the Annual Meeting).

**MAY:**

- Send set of approved meeting minutes at year-end to the President or designee to place in the Archive File.
- Develop Board of Directors' Roster
- Notify Officers and Directors of their elections or appointments.

**ANNUALLY:**

Maintain copies of all current Board job descriptions.