



**MPWGA
Board Position Job Description**

Updated: March 2019

Position: Secretary

Purpose:

The Secretary shall keep the minutes and Action Items from all meetings of the Association and Board. She shall maintain a Secretary's notebook with copies of Association and Board meeting minutes and agendas and other miscellaneous meeting documents deemed historically relevant and not maintained by another Officer.

Essential Functions:

1. Attend Board and Association Business Meetings and write the minutes for the meetings. Distribute electronically a draft version of minutes to Board members and consolidate all feedback.
2. After consolidating feedback on Board minutes, obtain electronic approval from Board members and forward the final version to the MPWGA webmasters.
3. After consolidating feedback on Association Business meeting minutes, obtain electronic approval from Board members to post for review by the membership on the website and/or disseminate electronically at least 10 days prior to the next Association Business meeting.
4. Present and request approval for Association Business Meeting Minutes at the next Association Business Meeting. Forward approved minutes to the MPWGA webmasters for posting.
5. Review action items as listed in the minutes and document action taken.
6. Serve as a signatory on MPWGA bank accounts.
7. Actively participate in the annual budget process and maintain accountability for actual expenses associated with this position.
8. Train the person who succeeds you in this position.