



**MPWGA
Board Position Job Description**

Reviewed: December 2023

Position: Secretary

Purpose:

The Secretary shall keep the minutes and Action Items from all meetings of the Association and Board, and keep official written documentation of the Association's Standing Rules and Constitution/By-Laws.

Essential Functions:

1. Attend Board and Business Meetings, and write the minutes for the meetings. Publish and distribute a draft version of the minutes; consolidate all feedback from the Board members; and, publish the final version to the Board and the webmasters.
2. Maintain copies of the Association's meeting minutes and agendas and other miscellaneous meeting documents in the Secretary's notebook.
3. Present and request approval for Business Meeting Minutes. Forward approved minutes to the MPWGA webmasters for posting.
4. Review action items as listed in the minutes and document action taken.
5. Serve as a signatory on MPWGA bank accounts.
6. Actively participate in the annual budget process and maintain accountability for actual expenses associated with this position.
7. Train the person who succeeds you in this position.