

Friends of Grafton Lakes State Park Policy

Policy Number: 2019.03.31.003
Policy Name: Position Descriptions - Officers – Secretary
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Reports to: President

Position Description

Secretary

The Secretary is responsible for maintaining the administrative records of the organization including, but not limited to membership, communications, and calendar. They must maintain and ensure the safety and accuracy of all board records and upholds the legal requirements of the governing documents. Administers member, board, officer, and volunteer correspondence as deemed necessary by the Board or Board President.

Given these responsibilities, the Secretary often acts as an information and reference point for the president and other committee members: clarifying past practice, policies, resolutions, and other decisions and actions of the Board and the organization; confirming legal requirements; and retrieving relevant documentation.

In order to fulfill these responsibilities, the Secretary must

- Record and distribute minutes from board meetings and workshops
- Maintain organizational records (except financial)
- Conduct or oversee member communications
- Conduct the annual membership drive, in coordination with the President

While specific tasks may be delegated by the President to other officers, board members, and volunteers, the Secretary retains general oversight responsibilities, especially for all member communication items. They may also be asked to conduct routine secretarial duties, as assigned.

In addition, the Secretary holds specific responsibilities in the following areas. These tasks may evolve with the organization:

- Board meetings
 - Distribute agenda and minutes
 - Minutes from the previous meeting should be distributed to board members at least 2 weeks before a scheduled meeting
- Membership
 - Develop appropriate print and online membership information for both individual and organizational members (the latter may be delegated to an organizational member liaison).
 - Develop and distribute membership packet, if and as deemed necessary by the Board or Board President
 - Conduct the annual membership drive, in coordination with the President
 - Online and/or by postcard
 - (For online, three notices should be sent near the start of the year and/or season)
 - Check physical and online correspondence for new member registration
 - Update membership records
 - Forward membership checks and donations to the Treasurer
- Maintaining organizational records (except financial)
 - Membership
 - Listserv (member & non-member)
 - Agenda and minutes
 - Board policies and resolutions
 - Conflict of interest statements (by board members)
 - Newsletters
 - Correspondence
 - Other documents whose safekeeping is deemed necessary by the Board or Board President
- Maintain the online repository for these and other documents (Google Drive)
- Conduct or oversee member communications in the following areas.
 - Member (and non-member) communications, including but not limited to:
 - Physical mailing of newsletter and essential communication to members without email addresses
 - Retrieving member letters prior to the quarterly board meetings
 - Newsletter
 - Website
 - Ensure that information on the website is up to date regarding membership, policies, vision and mission, and general information regarding events & activities of the organization
 - Social Media
 - Routine correspondence (e.g. thank you letters)
 - Other communications as deemed necessary by the Board or Board President, with the Secretary's consent