

## **AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION**

**Position:** Secretary

**Reports To:** **President**

**Volunteer Status:** Elected for 2 years    **Board Voting Rights:** Yes    **Signature Authority:** No

**Date of Branch Board Approval of Volunteer Position Description:** Updated 2021

### **Position Overview:**

The secretary is responsible for the writing and retaining of a permanent and legal record of board and executive committee branch meeting proceedings.

### **Responsibilities and Duties of Branch Position:**

- Record the minutes of board and executive committee meetings and take attendance. Incorporate meeting results which are informed by written committee reports submitted in advance.
- Distribute a draft within one week to the president and president-elect.
- Distribute an updated draft on return of president's review to all meeting participants for their approval. If no comments are received with further updates within one week of distribution, the minutes are ready for final distribution prior to a vote during the next meeting.
- Maintain an official board binder containing hard copy of current year board and executive committee meeting and treasurer reports plus branch governing documents, working rules and policies, and any written consents for reference at board and executive committee meetings. Keep a hard copy of monthly committee reports. Provide electronic copies of approved minutes, treasurer reports, and monthly committee reports for permanent record retention purposes.
- Follow Roberts Rules of Order in writing minutes.
- Arrange for a substitute when not available for a meeting.

### **Responsibilities to AAUW, AAUW National and AAUW State:**

- Serve on and attend all meetings of the board and executive committee, help formulate and support policy for the integrated programs of the branch, and attend state meetings and conventions.
- Serve on Governance Committee and help formulate and support policy and initiatives.
- Conduct annual election of officers electronically when required.
- Be respectful of the confidentiality of branch board and executive committee meeting discussions and work.

### **Leadership Skills/Qualifications Helpful to the Position:**

- Working knowledge of how to apply Roberts Rules for Minutes
- Knowledgeable about branch bylaws, working rules and policies, and other governing documents
- Precise writing skills with attention to detail and accuracy
- Prior experience with and knowledge of AAUW activities

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### **Time Commitments:**

- Approximate time required for this position is 10 hours per month including attendance at branch board meetings and executive committee meetings.