

## Job Description, Secretary

Purpose: Record the Bridge Board meetings, disseminate to members and after approval post to the web.

Duties:

### **Minutes**

#### *Prior to Board Meeting*

With the input from the Board President, develop the agenda for meetings of the Board.

Distribute Agenda and Action items from the previous meeting.

#### *Minutes, day of board meeting:*

Take attendance at meetings.

Following the Agenda, record key points of the discussion, action plan and person responsible for each action item.

Record motions and prior to voting, read the motion. Record the vote.

At the following meeting, make corrections to minutes and post to Unit 499 website.

#### *Following the meeting*

Prepare draft of meeting minutes. Circulate to board members to remind them of action items

Send approved minutes in a PDF format to the Unit 499 Bridge Master

### **Executive Board**

As a member of the executive board, attend the meetings and record proceedings. Report back to the Board.

**Sub Committees:** upon the request of organizing member, record minutes with action items. Distribute to subcommittee members.

**BoD Meeting Calendar:** develop and manage the BoD meetings.

