

RAINDROP DECORATIVE PAINTERS SECRETARY JOB DESCRIPTION

(Revised October 2023)

I. Composition –

The Secretary's position is an elective position on the Executive Committee. The position of Secretary is attained by way of nomination and election as stated in By-Law Article V.

It is a requirement that the Secretary have full time access to a computer, and have adequate computer skills to send, receive, edit, and save documentation in accordance with common practice and/or groups requirements as applicable.

II. Accountability –

The Secretary is accountable to the Executive Committee (board)

III. Responsibility –

The Secretary shall attend all Executive Committee Board, General meetings, and any other meetings upon request, to keep an accurate written record (minutes) of proceedings concerning Raindrop Decorative Painters. (A Recording of the meeting in progress can be used as reference) In case of absence, it is the responsibility of the Secretary to let the board know so a back-up can be obtained. The Secretary shall have charge of all correspondence of the group and maintain those records as follows:

1. Minutes: Take minutes at General and Executive Committee meetings and pre-submit all minutes to the President for review then after it has been reviewed it shall be sent on to the Newsletter Editor for inclusion in the newsletter. Send Board Minutes to the Executive Committee prior to the next general meeting.

2. Motions: Maintain a record of all motions made and carried at General and Executive Committee meetings. Record who proposed the motion, who seconded, and what action was taken (approved or disapproved).

3. Meetings: Remind the President of any "old business" to resolve at General and Executive Committee meetings.

4. Records: Keep a permanent record for the next Secretary of the General and Executive Committee meetings which includes copies of all the yearly minutes and any handouts from committee, as well correspondence sent or received on behalf of the group via the secretary's email and Google Drive account