

SECRETARY DUTIES – Board Member

Overview: The Secretary is responsible for both recording and disseminating the minutes of the League Board and other information, as needed, to the general membership. The Secretary attends the Board Meetings, which usually occur on the second Wednesday of the month, has full voting rights and is included in reaching a quorum for the Board. If the Secretary cannot attend the Board meeting, the Assistant Secretary or another Board member must assume the recording of the minutes.

Duties:

- Take BOD meeting minutes. Email DRAFT of minutes to BOD members, make corrections, and save the minutes in a PDF file. Send final PDF file to the Database and Web support person.
- Produce monthly “Art Desk” publication. Produce in Mail Chimp and send DRAFT to BOD members. Make corrections in Mail Chimp and send to PLAL membership (100-plus people) by the 3rd Wednesday of the month for the *following* calendar month.