

Secretary

POSITION SUMMARY:

The Secretary takes the minutes at each WSA board meeting, prepares official correspondence, and retains all documents presented by Board members and attendees during the meeting. The Secretary prepares the minutes for presentation at the following Board meeting.

SPECIFIC RESPONSIBILITIES/DUTIES:

1. Summarize the items presented at the Board meetings, stating the business covered and motions presented and voted on.
2. Retain a copy of reports and presentations as attachments to the minutes of each meeting.
3. Prepare and send a draft of the minutes to the Commodore before the next Board meeting for additions and corrections.
4. Prepare a final draft of the minutes upon receipt of the Commodore's input and send this draft to Board members prior to the next Board meeting.
5. Keep a record of all minutes and Treasurer Reports. The Secretary must sign and date the final approved minutes. The year's minutes are conveyed to the Historian for archiving by December 31.
6. Keep a separate and continuing record of all motions passed at Board meetings that called for changes in the association's operations and activities.
7. Serve as custodian of the official WSA corporate seal.
8. Attend all board meetings as a voting member.
9. Attend general meetings, and participate in all WSA-sponsored activities, as appropriate.
10. Arrange for substitute recorder when absent from board meetings.

GENERAL QUALIFICATIONS/EXPERIENCE:

WSA member in good standing. Punctual. Detail conscious. Familiarity with PC and Microsoft Word software.