

CGFOA Position Description

Title	Secretary
Contribution This Position Makes to CGFOA	The Secretary serves as an Officer and voting Board member of CGFOA. As such this position directly impacts the activities of the organization. The Secretary is responsible for compiling the minutes of each Board meeting.
Elected / Appointed and Term	The Secretary is an elected position and serves a two year term.
Minimum Qualifications	Minimum of two years as an active member of CGFOA.
Meeting Requirements	The Secretary attends each quarterly meeting of the Board of Directors and the Annual Membership Meetings held at the Annual Conference.
Duties	<ul style="list-style-type: none"> • Attends quarterly meetings of the Board of Directors. • Attends the Annual Membership Meetings. • Drafts Board Meeting minutes. • Performs special tasks if needed (e.g. , minutes of special meetings, assisting committees as needed, drafting letters, contacting a member, etc.)
Helpful Tips for Your Successor	<ul style="list-style-type: none"> • Arrange for a backup person to take minutes in the event the Secretary cannot attend a Board meeting. • Recording the meetings will allow the Secretary to focus on the discussion and not on creating the minutes. • Pass around an attendee sheet at the beginning of each meeting. It helps with preparing the minutes and correct spelling of names. • Record mileage to meetings and submit to Treasurer for reimbursement. • Prepare and distribute the drafted minutes within two weeks of each meeting. This will help ensure that the information in the minutes is fresh in the minds of those in attendance and will make it easier to identify possible corrections. Prompt submittal of drafted minutes would serve as a reminder for all involved of commitments made and will update those who were unable to attend the meetings. • Send the draft “unofficial” minutes to the Administrator to post on the CGFOA website. Be sure to include a note at the top stating “Please note that these minutes are preliminary and have not yet been formally accepted by the members.” This will give all members access to the topics discussed at the Board meeting. • Once minutes are approved and accepted by the Board, remove the “preliminary” reference and submit to the Administrator. • Minutes should be submitted as a pdf document.
Other Comments	<ul style="list-style-type: none"> • Suggest that the minutes include the <i>who, what, when, where, why</i> and <i>how</i> of each agenda item to provide sufficient information and transparency for the record, the membership and the public.