

**CGFOA
POSITION DESCRIPTION**

Position Title:	<i>Secretary</i>
Contribution This Position Makes to CGFOA:	<i>The Secretary position serves as a 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.</i>
Elected / Appointed and Term:	<i>The Secretary is an elected position and serves a two year term.</i>
Meeting Requirements:	<i>The Secretary attends each quarterly Board Meeting and also the Member's Meeting at the Fall Conference.</i>
Duties:	<i>The Secretary: 1.) Attends quarterly Board Meetings 2.) Drafts quarterly Board Meeting minutes 3.) Performs special tasks if needed (e.g. Drafting a letter, contacting a member, etc.)</i>
Helpful Tips for Your Successor:	<i>1.) It helps to record the meetings so you can focus on the discussion and not on creating the minutes. I use a Sony ICD-P520 which is relatively inexpensive and is great at picking up voices from across the room. 2.) Pass around an attendee sheet at the beginning of each meeting. It helps with the minutes and the spelling of names. 3.) Record your mileage to meetings so you can get reimbursed. 4.) Don't procrastinate in creating the minutes like I do...</i>
Other Comments:	