

# Longmont Genealogical Society Job Description and Procedures

Job Title: SECRETARY - Elected Officer, Board Member

Web Site: [longmontgenealogicalsociety.org](http://longmontgenealogicalsociety.org)

Job Description: As per Bylaws and Standing Rules

## Job Responsibilities:

1. Record minutes of Board meetings and general membership meetings.
2. Co-sign legal documents with president.
3. Maintain ready reference file.
4. Turn over materials and information pertaining to your office to successor.

## Procedures:

1. Record minutes of Board meetings. Prepare minutes within a week after meeting and email them to board members for their corrections. Correct minutes, if necessary and send to members. Make a copy available at the General Membership meeting.
2. Record minutes of General Membership meeting, email to Board members for corrections, and make copy available at the General Membership meeting.
3. Maintain ready reference file to be available at meetings.
4. Provide Year-end report via email to the Procedures Chair for distribution.

## Ready Reference File:

- Bylaws
- Standing Rules
- Current Budget
- Photocopies of all legal documents
- Renewal dates of all contracts and permits
- Minutes of Board and general membership meetings for current and previous year
- Year-end Reports
- Membership Directory

Further details may be obtained from your predecessor.  
Revised 1995, 1997, 2010, 2011, 2013, 2015, 2018