



## Longmont Genealogical Society

### Secretary: Elected Officer, Board Member

**Secretary's Job Description:** (As defined in By-laws and Standing Rules - see

[longmontgenealogicalsociety.org/LGSBy-laws.pdf](http://longmontgenealogicalsociety.org/LGSBy-laws.pdf) or [longmontgenealogicalsociety.org/SR2023.pdf](http://longmontgenealogicalsociety.org/SR2023.pdf)):

Serve as custodian of Longmont Genealogy Society's legal documents and record minutes of LGS Board and Membership business meetings. Attend scheduled Board meetings and be a voting member of the LGS Board of Directors.

#### **Secretary's Responsibilities:**

1. The Secretary serves as a voting member of the LGS Board of Directors.
2. The Secretary shall maintain a ready reference file consisting of: Minutes of meetings, current By-laws, Standing Rules, important LGS documents, if any, as detailed in the Job Procedures.
3. The Secretary, along with the President, shall act as signatory on any legal agreements or documents involving the Society.
4. The Secretary shall serve, along with the President and Treasurer, as a co-signatory on LGS financial documents and checks, and serve as a backup to the Treasurer during temporary absence of the Treasurer for issuing checks or depositing funds.
5. The Secretary shall take minutes to record business discussions and votes taken during LGS Board meetings. Those minutes shall be distributed to Board meeting attendees for review and correction, if needed, prior to the next Board meeting.
6. The Secretary shall take minutes of the portion of any LGS membership meeting during which official business is conducted: a vote taken or an official announcement made per the LGS By-laws.
7. Make all minutes available to the membership by displaying at membership meetings or by email per special request.
8. Create a log of all motions passed by LGS Board and membership during the year which will serve as the Secretary's year end report.
9. If the Secretary knows of an absence from a meeting, the Secretary will arrange for a substitute.
10. Pass all records, documents, minutes and the ready reference file to the Secretary's successor.

#### **Secretary's Computer Skills Needed:**

Knowledge of a computer word processing program, how to convert documents to PDF, use of email, how to attach files to an email and how to backup/access files on a flash drive.