

Duties of the Secretary Friends of the Chelsea District Library

This individual is a member of the Friends of Chelsea District Library (FCDL) Board of Trustees. The Secretary's duties can be completed in approximately 3—4 hours each month. The position reports directly to the President of the board.

Duties include, but are not limited to:

1. Attend all board meetings, the annual meeting, and Friends' sponsored events when possible.
2. Record the Minutes of every Executive Board Meeting and of the Annual Meeting. If the Secretary will not be attending the meeting, he/she will ask another board member to record the Minutes of the meeting.
3. Send a draft copy of the previous meeting's Minutes to each board member prior to each meeting. This copy will be a pdf version of the Minutes, with a "draft" watermark.
4. Upon approval by the board, the Secretary will make corrections to the previous month's Minutes if needed, and the draft status (watermark) will be removed.
5. The approved Minutes, in pdf version, will be saved on the Google Documents Drive. They will also be sent to the Communications Chair for posting on the Website.
6. Perform other duties as assigned by the Board of Trustees.

Reviewed: August 27, 2019

Revised: August 28, 2019

Approved: September 9, 2019