

## **MGANM Secretary**

### Job Description

#### **Job Summary:**

The MGANM Secretary creates an historical record of topics discussed, action taken and votes decided at MGANM Board meetings and general Membership Meetings. The Secretary maintains the historical records of the organization.

#### **Job Duties:**

1. Takes notes during Board meetings capturing topics discussed actions taken and votes decided. Types notes in a 'minutes' format and distributes to Board members within 14 days. Ask for and receive corrections. Makes corrections to the minutes.
2. May read minutes at meetings for review and approval.
3. Maintains the historical records of the Association by collecting treasurer reports and reports on meetings and special events. Keeps these documents in files or binders in an historical order. Contacts event chairs to gather details and reports after the event. May contact event chairs prior to the event to notify them of record keeping requirements.
4. Maintains a calendar of MGANM Meetings and Events.
5. Facilitates notification of Board Meetings, Special Board Meetings and General Membership Meetings. Collaborates with the Communications Chairperson and Programs Chairperson to accomplish timely notifications.
6. Collaborates with the MGANM Treasurer and Membership Committee Chairperson to maintain membership rosters and communication welcoming new members and dues reminders for lapsed members.
7. Attends to other MGANM correspondence as needed.

Approved  
3/3/16