

Board Secretary Duties

Attends all meetings* of the Board of Directors and records (digitally as well as on paper) all actions of the Board meeting and then prepares a draft of the minutes of the meeting within 10 days of the Board meeting; the draft minutes are then distributed to the Executive Director, President and Vice President for review, and to the Administrative Assistant for change and distribution.

Prepares a summary of motions made during the Board of Directors meeting and distributes them to Executive Director, President, Vice President, and the Administrative Assistant within 5 days after the Board meeting.

During each meeting, prepares a list of to do items for the President, Executive Director, and Board members that either result from actions of or requests from the Board as soon as possible after the meeting. This list is distributed to the Executive Director and President following the meeting.

Record and transcribe the minutes of the Annual Convention. This is the official record that documents the actions of the delegates at the annual meeting. The annual meeting lasts 2 days and the minutes can be extensive. A draft of the minutes of Convention must be prepared before the end of the year.

Performs other such duties as the Board of Directors may assign.

Per MSEA-SEIU Local 1989 by-laws:

The Secretary is appointed annually and receives a stipend of \$2,400 per year.

The Secretary must have been a member in good standing for one year.

The Secretary must possess the necessary secretarial skills to perform the duties of the job

Board Secretary Skills

Minimum skills

- Shorthand or Speed Writing
- Typing
- Proofreading
- Focus and Concentration
- Familiarity with recording technology (i.e. digital voice recorders)
- Written and Verbal Communication
- Ability to work well and interact with a diverse group in a busy and sometimes hectic environment
- Ability to work well with MSEA staff
- Ability to transcribe recordings

*Monthly meetings are scheduled in advance and are usually held on the third Friday of each month. Exceptions include the annual January Board retreat (held Thursday through Saturday), the summer retreat (held either Thursday/Friday or Friday/Saturday), and the annual convention (board meeting is held on Thursday the weekend of convention ó usually in October or November). Also, there are times when special meetings are scheduled and held via telephone (and usually occur during weekday evenings).

