

ROLE TITLE: Secretary

PURPOSE OF ROLE: The purpose of the Secretary role is to record and maintain all official documentation of Boomers Rock, including membership records, meeting minutes and policies and procedures.

RESPONSIBILITIES:

- Officer of Boomers Rock.
- Responsible for producing meeting minutes.
- Responsible for maintaining documentation archives (electronic and/or hard copy), including membership records.
- Responsible for annual meeting communications.
- Responsible for attending all board meetings.

SPECIFIC ACTIVITIES:

- Records meeting minutes, has them approved, and publishes them to the BR website.
- Keeps the file (electronic and/or hard copy) of all official Boomers Rock documentation, including bylaws, meeting minutes, election results, waiver or permission forms, etc.
- Notifies BR members of the annual meeting.
- Creates a board succession plan.
- Notifies BR members of director candidates.
- Maintains the official Boomers Rock calendar, including board meetings and other things not on the event calendar.
- Works collaboratively with the Director of Membership to assure that membership records contain names and addresses of each member, and in the case of members that are no longer active, the date upon which the membership ceased.

Last updated February 2022.