

Pleasant Hill/Walnut Creek Mothers Club Secretary's Responsibilities

Gather agenda items and RSVP's for the board meeting by sending an e-mail over club board chat (club_board@yahoo.com). Give a deadline of 5pm the 2 days prior to meeting. Email agenda to co-directors. They will email final agenda 1 day before meeting

Present copies of the agenda for those attending board meeting. Confirm with the host the day before how many individuals RSVP'd to attend.

Attend monthly board meetings to take minutes and notes. Board meetings are currently held the 2nd Monday or Tuesday of each month and last an average of 2 hours.

Type minutes and notes from the board meeting, ideally within the week. Have this write-up approved by the Co-Directors prior to submitting over club board chat for board members.

Write and submit the article "Board News" for the newsletter. Have this write-up approved by the Co-Directors prior to submission. Make sure the monthly newsletter deadline is met. Include:

- 1 Thank previous Board Host
- 2 Thank to outgoing Board members. Thanks to and intro of any incoming Board
- 3 Open Board Positions (usually a follow-up article)
- 4 Brief recap of past and future events, topics discussed at Board meeting

Maintain the master list for "Host the Board Meeting". Submit this list to the Newsletter Editor at the beginning of the board term, which is November to October. Send the Board member hosting a reminder with any guidelines on hosting (how many people, they can be reimbursed \$20 from club for food) one month prior to when they are hosting. Copy the Newsletter Editor so she can accurately list location in newsletter.

Maintain the master list of all board positions including title, name, telephone numbers (home and cell) and e-mail address. Submit this over club board chat, usually at the beginning of the month or after routing at Board meeting and corrections are made. Remind fellow board members to review the list for corrections, updates, additions or deletions. Board members are responsible for printing this list off for their binder.

Keep a copy of the Monthly Newsletters for the Club. Pick one up from Membership at General Meetings or work with Newsletter Distributor to have her save/hand mail one.

Number of Secretaries = 1

Time Involved = 5 to 10 hours a month

Active Position = Yes

Revised 8/16/06