



League of Women Voters of New Mexico Job Description - Secretary

ROLE: To make a written record of what is done at the Board, Council, and Convention meetings of the League of Women Voters of New Mexico.

RESPONSIBILITIES: Outlined below are a number of responsibilities that have to be accomplished before each meeting, during the meeting, in preparing the minutes of the meeting, and outside of the meeting.

Before meeting:

- Provide the president with a list of items, if any, that were postponed or held over from previous meetings.
- Send all members a “call” in advance of each meeting with information about its time, date, and location. Attach agenda and (board meetings only) minutes of previous meeting.

During meeting:

- Bring copies of the bylaws, recent minutes, and other League documents as appropriate.
- If both the president and vice-president are absent, it is the Secretary’s duty to call the meeting to order, and immediately to call for nominations and election of a temporary chairperson.
- Throughout the meeting, the secretary may be called upon to read to the group the text of motions, especially longer resolutions.
- Taking of the minutes must include the exact recording of any motions that are made, especially main motions and amendments. For accuracy, the secretary may ask that motions be repeated or ask to have any motion, amendment, or instruction be put in writing. The text of main motions as they stood when finally voted on must be included.
- Additional discussion not resulting in motions or actions may be summarized in the minutes to provide a record for future reference.

After meeting:

- The first draft of the meeting minutes should be forwarded to the president (or designated chair of the meeting) no later than one week after the meeting.
- Once the draft has been reviewed by the president or chair,
 - Board meeting minutes will be forwarded to board members for further review.
 - Council/Convention minutes will be forwarded to designated readers for final review.
- Board meeting minutes will be corrected and approved at the next Board meeting. Any corrections made at the meeting at which they are approved are made in the text of the minutes being approved. The approved minutes will indicate that the minutes were approved “as corrected,” without specifying the corrections.
- Council/Convention minutes will be posted as approved by the readers.

The secretary is responsible for keeping the official records, (e.g., the bylaws, special rules of order and standing rules, minutes, board membership roll, and committee reports.

The secretary will provide minutes to League committees and members as requested.

The secretary may also need to certify with her or his signature acts of the organization, and sometimes the credentials of delegates representing the group at convention.

ACTIVITY SCHEDULE

Bi-monthly: Take minutes of bi-monthly meetings
 Send e-copy of meeting minutes to President one week after meeting
 Send e-copy of meeting minutes to Board members after President's review and revision

Convention and Councils:
 Assist President or Committee in preparing Convention or Council business packet.
 Notify Leagues of number of delegates.
 Take minutes at Convention
 Follow-up on convention or council business items assigned to the Secretary.

As needed: Assist with meeting room arrangements.
 Send Board roster to newspaper and libraries.
 Assist President with record keeping, policies, and correspondence.

RECORDS CHECKLIST

DOCUMENT	COMMENTS
Agendas and minutes of all meetings	
Current board records	<i>Board members with contact information Board calendar</i>