

## Lower CT Valley Leadership Position Descriptions

**Position: Secretary**

**Elected**

**Board Member**

**Term: One Year July 1 through June 30**

**Term Limits: Four consecutive one-year terms**

### **Responsibilities:**

1. **Attends all LCV Board and Monthly Branch Meetings.** If unable, arrange for another member to take the minutes and follow the submission process.
2. **Board Meeting Minutes: Prepares minutes** which must include: date, attendee names, meeting start time; amendments to or approval of previous Board meeting minutes; officers' reports; clear statement of motions made and seconded by whom, and final individual motion vote tally; any action items, including person(s) responsible and due date(s); date and time of next Board meeting; meeting adjournment time; name person submitting the minutes.

**Emails draft Board Meeting minutes** to all Board members no more than 7 days post-meeting.

Incorporates changes to the minutes; email final draft to all Board members, Reviews and obtains approval at next Board meeting. Ensure approved minutes are posted on the LCV website and Google drive and maintain a paper copy.

3. **Branch Meeting Minutes:** Prepares Branch Meeting minutes to include meeting date, program title, description and speaker or event name (e.g., Trivia Luncheon, Holiday party) and meeting business content. Emails draft minutes to Board members within 7 days of the meeting. Incorporates changes and distributes to Communications Co-Chair for posting on LCV website, Google Drive and Newsletter.
4. **Maintain lists of authorized Zoom users and member Privacy Forms.**