

AAUW LCV Education and Scholarship Program, Inc. 501c3 ESP

Position: ESP Secretary

Elected

Term: One Year July 1 through June 30

ESP Board Member

Term Limits: Elected annually without term limits.

Responsibilities:

1. **Attends all ESP 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. **Maintain paper copies of all documents** pertaining to the Education and Scholarship Program, Inc. including minutes, signed documents, etc.