

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.
3. **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.
4. **Maintain paper copies of all documents** pertaining to the Education and Scholarship Program, Inc. including minutes, signed documents, etc.

Timeline

LCV Board Meetings

3 days prior to Board Meetings, send DRAFT minutes from last meeting to all board members

Record minutes of meeting to include

- Location, date, and time meeting began and ended
- Members present
- Summary of all information presented; exact dialogue is not required,
- Motions made, including the exact wording of the statement, the name of the person making the motion, and the name of the person seconding the motion. The outcome of the vote on all motions must also be recorded.

Note: The recording secretary must be willing to stop discussion and ask for clarification if they didn't hear something clearly or are unsure what something means. The Secretary is responsible for getting the information and getting it accurately.

Within 3 days of Board meeting, the Secretary will

- Write up minutes for the meeting and attach copies of the agenda and any handouts from the meeting, including Treasurer's Reports
- Send copy of DRAFT minutes to President, Vice-President, and Treasurer for review
- Once reviewed, send copy of DRAFT minutes to all Board Members
- Post APPROVED minutes from last meeting on LCV google drive and submit for posting on LCV website, Members Only page

LCV Branch Meetings**Record minutes of meeting to include**

- Location, date, and time meeting began and ended
- Approximate number of members and guests present
- Summary of all information presented, exact dialogue is not required
- Motions made, including the exact wording of the statement, the name of the person making the motion, and the name of the person seconding the motion. The outcome of the vote on all motions must also be recorded.

Within 3 days of a meeting, the secretary will

- Write up minutes for the meeting and attach copies of the agenda and any handouts from the meeting, including Treasurer's Reports