

# **Job Description Prairie Club Secretary**

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

## **Secretary Position, Term and Responsibilities**

The Prairie Club Secretary is an elected position for a term of two years. The Secretary works closely with the President, Board of Directors and Senior Office Manager. The Secretary position plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the Prairie Club's by-laws. While the Prairie Club Secretary is an elected position, it is essentially a volunteer position. Given that the Prairie Club has a full-time Senior Office Manager, many of the job responsibilities, particularly administrative tasks, generally the purview of the Secretary are handled by the Senior Office Manager. The major activities and responsibilities of the Prairie Club Secretary listed below are the ones that the Secretary performs.

Per the Prairie Club by-laws:

The Secretary shall attend all meetings of the Board [of Directors] and members and shall preserve in books of the Club true minutes of the proceedings of all such meetings. In addition, the Secretary shall perform such other duties as may be delegated by the Board or the President.

## **Major activities and responsibilities of the Prairie Club Secretary include:**

- Is a member of the Prairie Club's Board of Directors (see separate job description)
- Determination that a quorum exists to conduct business
- The accurate recording and distribution of minutes of meetings of the Board of Directors. The minutes should reflect the format and the level of detail that the Board has determined appropriate. At a minimum, the minutes should include the date, time and location of the meeting, a list of those present and absent, a list of items discussed, a list of reports presented and the text of motions presented and a description of their disposition. Minutes should provide sufficient information to allow absent directors and members to understand what issues were discussed and what decisions were made.
- Maintenance of a full contact list of Board Members including Board Member appointment dates, terms of appointments and Board Member biographies
- In the event that the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the Secretary's responsibility to find an alternate or substitute
- Is sufficiently familiar with legal documents (e.g., by-laws) and Robert's Rules of Order to note applicability during meetings

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