

Lea County Women's Network
BASIC RESPONSIBILITIES
Secretary Duties

The duties of the Secretary include being responsible for maintenance of official records of the board, regular, and special meetings of the membership. She shall handle correspondence, maintain the application for Exempt Status under IRS Code 501(c)(3), the original letter of exempt determination from the IRS, and maintain the official copy of Bylaws and Standing Rules. She shall gather information about the membership for the website, help maintain a repository for all LCWN records and collecting of such at the end of each officer's term.

<u>Description/Task</u>	<u>Timeline</u>
Record proceedings of Board Meetings (both regular and special meetings)	2 nd Monday each month @ noon
Forward draft of minutes as email attachment to board members through LCWN website for review and input (http://www.lcwn.net) on a monthly basis	Immediately after each meeting
Make copies of Board Meeting Minutes to present at next board meeting, after receiving input on emailed draft	Immediately prior to each monthly board meeting
Distribute copies of last month's Board minutes for review and official approval at Board meeting.	At each monthly Board meeting
Post approved Board Meeting minutes on website marked with "Signature on File" in place of signatures.	Immediately following meeting at which minutes are approved.
Record proceedings of monthly Membership Meetings (both regular and special meetings)	3 rd Friday of each month @ noon; Usually no December meeting
Make copies of Membership Meeting Minutes to present at next member meeting.	Immediately prior to each monthly Membership meeting
Post approved Membership Meeting minutes on website marked with "Signature on File" in place of signatures	Immediately following meeting at which minutes are approved.
Keep on file: the original letter of exempt determination under IRS code 501(c)(3)	Ongoing

Keep on file: the application for exempt determination under IRS code 501(c)(3)	Ongoing
Keep on file: the official copy of Bylaws & Standing Rules (both current and past)	Ongoing with Bylaws Chair and President
Help gather information to post on the website	Ongoing
Handle & keep on file LCWN correspondence	Ongoing
Maintain a repository for all LCWN records	Ongoing coordinating with President
Collect documents from each officer for the preceding year	December of each year
Update website information related to secretary as needed	Ongoing
The Secretary may appoint person or persons to help her fulfill the duties of this office.	Ongoing
Will attend the monthly Board Meeting regularly	Monthly
Will send proxy when she can't attend	Ongoing
Will notify the President when she can't attend	Ongoing