

This document outlines the duties and responsibilities of the Secretary. The Secretary is a voting member of the Board of Directors.

The Secretary attends all board meetings, general meetings and special meetings called by the board or the president.

The Secretary takes and keeps the minutes of all meetings, and keeps all other records of the corporation, which are required by federal and state law to prove compliance, document fiduciary duties, and serve as evidence in proceedings.

For 2027, the club has purchased a license to use OTTER, a digital transcription software package to record the minutes of all meetings. The Secretary is responsible for managing the resulting transcription to reduce it to the relevant information. The preferred format of agendas and meeting minutes is digital, as a PDF file to reduce the probability of alteration.

The repository for storing all records is the club's Google Drive. Meeting minutes must be retained permanently and shall be open to inspection by the membership at all times via the "Members Area" on the club website.

Contents of the Minutes:

- Date, time (start/adjourn), and location.
- Names of directors present and guests (noting voting status).
- Summary of discussions and basis for decisions (avoiding casual chat).
- Exact wording of motions/resolutions, who proposed/seconded.
- Vote breakdown (yeas, nays, abstentions).
- Key actions, decisions, and next steps.

Managing Meeting Minutes:

1. The President's agenda is sent to the Secretary at least 1 day prior to the meeting and provides a starting point for the Secretary's minutes.
2. The Meeting is recorded by the automated transcription software.
3. The Secretary edits the draft transcription for clarity and content.
4. The "Draft" meeting minutes are sent to the president for review within five days for review. The draft version is retained by the Secretary.
5. The President reviews the draft meeting minutes, makes necessary corrections and returns the corrected meeting minutes file to the Secretary.
6. The corrected meeting minutes are brought to the subsequent board meeting by the Secretary and the board votes to approve the minutes.
7. The Secretary annotates the meeting minutes file as "Approved".
8. The Secretary uploads the approved Minutes to the Meeting Minutes Folder on the club Google Drive for permanent retention. The file name format shall be the year and month followed by General/Board/Special, for example: 202601 Board Minutes.PDF
9. The Secretary transmits a copy of the approved minutes to the VP of Communications for posting on the club website.