

SECRETARY Guidelines

MEMBERS

Secretary

PURPOSE

The Secretary shall fulfill two functions:

- Keep a correct record of the proceedings of all meetings of the club and of the Executive Board, reading them in their respective bodies for approval
- Attend to correspondence of the club.

SPECIFICS

The Secretary records board meeting minutes and business meeting minutes. The Secretary maintains a Motions Book. The Secretary helps with club correspondence, as directed by the President. It is crucial for the Secretary to attend all functions of KGC where the possibility of motions may be made or minutes may be needed. If the Secretary is unable to attend, the President should be notified and a substitute assigned.

PROCESS

- Take minutes at all board meetings and submit them for approval to the board at the next available meeting.
- Take minutes at all business meetings and submit them for approval to the membership at the next available meeting.
- Minutes are the record of what is done in the meeting; however, explanations may be needed if written reports have not been submitted, or if new projects are presented, or if changes are made in continuing projects/activities/events.
- Minutes are not official until approved.
- Keep records, including minutes and all reports of officers, boards and committees.
- Keep records of all official club correspondence.
- Serve as correspondence secretary.
- The Secretary's duties include the duty to make available to members, at reasonable times, the records of the organization.

CLUB BENEFIT

To maintain a historical record, and to explain and support the activities and processes by which Kent Garden Club operates, as a reference for the future.

MEMBERSHIP BENEFIT

To provide recorded information as to the operation of the club.

COMMUNITY BENEFIT

N/A