**Secretary Job Description**

The Secretary shall: (a) keep the minutes of meetings of the Board, (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) see that all corporate records of the organization are kept; (d) keep records of all board members with appropriate names, addresses, and phone numbers; (e) see that all membership records are kept; (f) see that Board decisions of an ongoing nature are recorded in a policy document for ongoing reference. (g) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Board.

**The Washington Destination Imagination Secretary responsibilities include -**

* Attend the three Board meetings each year
* Read and follow the Board Meeting Minutes Best Practices: <https://drive.google.com/drive/folders/11HpfJlB6MwoD50ThxuPJDExLOqRtgjOS>
  + You may develop your own style and template of meeting notes. Here are some resources regarding the process of writing Minutes
    - <https://www.boardeffect.com/blog/how-to-take-minutes-at-a-board-meeting/>
    - <https://www.wildapricot.com/articles/how-to-write-meeting-minutes>
* Work with President and AD to ensure that agendas are sent out before each meeting, and that the time/place of the meeting is communicated to relevant parties
* At each meeting, take roll and take notes
* Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
* After each meeting, send a typed copy of the Meeting Minutes - with Action Items listed separately in the body of the email so expectations can be easily viewed - to the Board and Tournament Committee within 2 weeks of the meeting date
* Post the minutes of each meeting to the WIN Google Drive: <https://drive.google.com/drive/folders/11HpfJlB6MwoD50ThxuPJDExLOqRtgjOS>
* Copy any new voted-upon policies from the minutes into this collected policy document: <https://docs.google.com/document/d/1fkliyB45zklZEVe6zztnObsCJlDrhNVa3-hJ3ipu3YY/edit>

“Unicorn Tasks” (non-essential tasks that WIN would love and be eternally grateful for you to tackle if you find yourself with some free time and an industrious spirit) include -

* Organizing the Board Share Drive “Board Meetings” folder into a more comprehensible system (e.g. standardizing dates and document titles, sorting folders in a more intuitive way, etc.). Have your way with it!: <https://drive.google.com/drive/folders/11HpfJlB6MwoD50ThxuPJDExLOqRtgjOS>
* Finding policies from past Minutes and copying them to the WIN Policy document so that the Board has a collection of past policies: <https://docs.google.com/document/d/1fkliyB45zklZEVe6zztnObsCJlDrhNVa3-hJ3ipu3YY/edit>