

# **FIREBELLES SECRETARY**

## **Job Description**

### **PURPOSE:**

To record into minutes the discussions and actions of the Executive Board (including committees) and the general membership and communicate these at the next appropriate meeting. The minutes are a recording of the actions of the Firebelles, and it is important to keep accurate records in line with Robert's Rules of Order.

### **RESPONSIBILITIES:**

- Attend all Executive Board and General Membership meetings
- Find a substitute secretary if unable to attend a Board or general meeting
- Email a draft of all minutes to the President for her review
- Make any revisions requested by the President
- Make any revisions as requested by the Board or general membership
- Print a **draft** copy of the Board minutes for the Secretary binder
- Email **revised** copy of the Board minutes to the Executive Board
- Make copies of Board minutes for those in attendance at next **Board** meeting
- Print a **draft** copy of the general membership minutes for the Secretary binder
- Email **revised** copy of the general membership minutes to the Executive Board
- Make copies of general meeting minutes for each table and for each officer at next **general** meeting
- Maintain **final** copies, approved by Board and general membership, in the Secretary binder
- Process all correspondence, post notices, and perform other duties as directed by the President
- Ensure there is an adequate supply of Firebelles stationery available for those who need it

### **Skills Needed**

Access to a computer and printer is required. Good knowledge of writing, spelling, punctuation, grammar, as well as basic computer knowledge and the ability to send emails. Organizational skills and the ability to meet deadlines are important.

### **Supplies Required**

Binder, dividers and tabs for maintaining all minutes and correspondence. One printer toner cartridge and white, multi-purpose paper. Firebelles stationery (letterhead and envelopes with Firebelles logo).

**Budget for 2015-2016: \$ 100.00**