



## LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

### Portfolio Description: SECRETARY

(Adopted September 8, 2008)

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**Role:** To record the official business of the League.

**Responsibilities:**

1. Make arrangements for meeting rooms.
2. Take minutes of board, annual, and other meetings where decisions are made by the officers and directors of the League.
3. Verify presence of a quorum
4. Send board meeting minutes to President for review one week after board meeting.
5. Send previous board meeting minutes and current board meeting agenda to officers and directors one week in advance of the board meeting.
6. Send highlights of board meetings to the newsletter
7. Maintain a set of meeting minutes for filing in archives at end of year.
8. Notify all Officers and Directors of their elections or appointments.
9. Develop and maintain a roster of Board of Directors with contact information: home address, telephone or cell phone numbers, and email addresses.
10. Assist President and other board members with correspondence.
11. Assist President with record keeping, policies, and correspondence.
12. Sign, with the President, all contracts and other instruments when so authorized by the Board.
13. Become a signer on the League's bank accounts during the duration of elected term of office.
14. Assist with other secretarial functions as directed by the Board.

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### ACTIVITIES SCHEDULE

- Monthly:** Send out agendas and previous board meeting minutes one week before board meeting  
Take meeting minutes at board meeting  
Send board meeting minutes to President for review  
Send highlights of board meeting to newsletter editor
- MAY:** Send set of meeting minutes at year-end to Archive File
- AFTER ANNUAL MEETING:** Develop Board of Directors' Roster  
Notify Officers and Directors of their elections or appointments.  
Sign necessary bank cards to become signer on bank accounts for the League  
Make arrangements for Board Meeting rooms