

## NETMGA POSITION DESCRIPTION

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### Secretary

Revised: 09/10/2019

**Position Overview:** Responsible for record keeping for all official NETMGA business and managing internal communication to Master Gardeners

#### **Qualifications:**

- Strong written communication skills
- Strong organization skills
- Access to computer, word processing software, and email

#### **Responsibilities/duties:**

- Work with the President to prepare the Board meeting agenda, send out the call for meeting
- Attend Board meetings and general membership meetings. Appoint substitute if unavailable
- Take minutes at Board meetings
- Take minutes at business portion of general membership meetings
- Record results of all elections and membership votes
- Distribute minutes to Board members by email within two weeks following a Board meeting
- Present minutes at Board meetings for approval
- Maintain a file of all documents and papers belonging to the NETMGA
- Keep minutes in orderly fashion, so they may be accessed easily
- Keep copies of annual Treasurer's report, presented at January meeting
- Keep copies of all job descriptions
- Keep bylaws on file and accessible