

NETMGA POSITION DESCRIPTION

Secretary

Revised: 07/07/2021

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:

- Maintain up-to-date list of the names and addresses of all members
- 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 and business portion of membership meetings
- Distribute minutes to Board members by email and general membership following meetings
- Present minutes at Board meetings for approval
- Keep minutes in orderly fashion, so they may be accessed easily Maintain a file of all documents and papers belonging to the NETMGA
- Record results of all elections and membership votes
- Conduct the correspondence of the NETMGA at the direction of the president
- Keep copies of annual Treasurer's report, presented at January meeting
- Keep copies of all job descriptions
- Keep bylaws on file and accessible