

## FRIENDS OF WEEKI WACHEE SPRINGS STATE PARK

### JOB DESCRIPTION

**JOB TITLE:** Secretary

**TERM:** Two years

**PURPOSE:** To ensure that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.

**REQUIREMENTS:** Is a voting member of the Board in good standing as defined in bylaws.

**RESPONSIBILITIES:** Record minutes of meetings, ensures their accuracy, and availability. The Secretary signs a copy of the final; approved minutes and ensures that this copy is maintained in the corporate records. Minutes should include at a minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition

Attend all board meetings.

Propose policies and procedures and maintain such records.

Submit various reports to the board.

Keep a register of Board members' addresses and phone numbers.

Serve as Register Agent for the organization.

Manage the general correspondence of the Board of Directors except for such correspondence assigned to others.

When necessary, obtain information from records and minutes to help board members in the decision-making process.

Fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

**TIME REQUIRED:** Attendance at Board meetings as required to deliver reports plus any other time deemed necessary to execute the responsibilities of the position.

**RESPONSIBLE TO:** The Secretary is accountable to the Board of Directors or Members as specified in the bylaws.

**BENEFITS:** Recognition of key role performance.

12/21/12