

SECRETARY – JOB DESCRIPTION

Secretary

The AWP Secretary is elected for a two-year term. The board meets every other month, typically on the first Friday of that month.

The Secretary has two fundamental functions. The first is to serve as the authority on past actions and Association policies. The second is to keep records on such things as time progresses.

Duties and Responsibilities

Prepares official club correspondences or other documents. Serves as custodian of all records, correspondences, books, member duties, member benefits, Articles of Incorporation and by-laws.

Prepares and distributes minutes of the Board meetings. Board members use this to follow their own action items. See attachment on minutes format.

Assists at meetings with things related to official records such as registering guests, providing meeting notices, group announcements, takes notes of meetings, collecting meeting surveys.

Collects information for monthly email newsletter, formats and sends to members.

Responsible for the Annual Bridal Focus Forum registration forms. Creates new document every summer and distributes to all members. Receives forms and informs other board members of the progress.

Attend board meetings every other month.

Perform other duties as assigned by the President.

Updated: 9/10/07

Sample of Board Meeting Minutes
Association of Wedding Professionals
(Board Meeting Minutes: Month Day, Year)
(time and location)

Board Members:

Present:

Absent:

Others Present:

Proceedings:

- *Meeting called to order at p.m. by*
- *President's Report:*
- *Treasury Report:*
- *Other board member reports – discuss action items*
- *New meeting report*
- *Other business:*
- *Assessment of the Meeting:*

- *Meeting adjourned.*
- *Minutes submitted by Secretary,.*