

SLCC Secretary Position Description

GENERAL DUTIES:

- Take minutes at Board meetings
- Take minutes at the Annual Meeting
- Update Rules changes after the May Board meeting

BOARD MINUTES:

- Minutes are summaries rather than detailed blow-by-blow, who said what and when. And they reflect actions taken with motions, who made the motion, who seconded, and whether it passed. If there was a serious objection by a member to the motion, the objection should be noted as to what it was and who made it.
- About a week before a board meeting, email members a PDF copy of the unapproved minutes from the last meeting, state that they will be up for approval at the upcoming meeting, and ask for any additions or corrections.
- Before each board meeting, set up a template in Word for the meeting including the agenda provided by the president. In order, the parts of the draft minutes are:

Heading: **St. Louis Camera Club – Board of Directors Meeting – November 16, 2020**
Unapproved Minutes

- The meeting was called to order at xx:xx PM by In attendance were...
- MINUTES: Minutes of the xxx 21, 2020 meeting of the board had been distributed via email prior to this meeting. Motion by xxx, seconded by xxx, to approve the minutes as mailed. Motion passed.
- TREASURER'S REPORT: *name of treasurer* had sent out his/her report via email prior to the meeting and it is made a part of these minutes
- OLD BUSINESS (and a list as provided in the agenda)
- NEW BUSINESS (and a list as provided in the agenda)
- Meeting adjourned at xx:xx
- Respectfully submitted (followed by the name of the Secretary)
- During the meeting, take minutes as appropriate. After the meeting, look at the draft and make any corrections as needed.
- After the meeting and editing, two things:
 - Send a draft of that night's minutes to the president, vice president, and treasurer. If there is a significant part of the minutes devoted to Randy's area, he is also copied. And ask those on distribution to send you any additions or corrections and/or to approve the draft.
 - For the minutes of the prior meeting that were approved, make a PDF copy of the minutes, note in the heading that they are approved, put your signature at the bottom, and send to Randy for posting on the website
- Once you get approval from the officers on the draft minutes, make a PDF copy of the unapproved minutes and send to Randy for posting.

ANNUAL MEETING:

- Pretty much the same as regular BOD meetings. Lots of things can be filled in before the meeting such as all the officers and directors that are going to be elected and some basic

language about the treasurer's report. As with regular board meetings, a draft is sent out in the same manner to the officers for their review. And I use my minutes from the last annual meeting to set up my file for the new one.

- The minutes of the Annual Meeting are then put on the next BOD's agenda for approval and a PDF copy sent to Randy for posting.

RULES: Any rules change to be made are at the May meeting of the BOD, which is the first meeting of the "new" board. Update the master file of the rules to send a PDF and Word copy to Randy.

- Any changes should be put in **bold**. This means going through the rules and removing and bold entries from the prior set of rules.