



SECRETARY **JOB DESCRIPTION**

- I. The Secretary is responsible for recording the minutes of board meetings.
 - A. Record attendance at the board meeting for inclusion in the meeting minutes.
 - B. Distribute a draft copy of the minutes to board members for corrections and/or additions via email and/or make available on the shared Google Drive.
 - C. Distribute a final version of the minutes with corrections and/or additions via email and/or make available on the shared Google Drive for review and final approval at the board meeting.
- II. The Secretary is responsible for recording the minutes at the general members meetings.
 - A. Distribute a draft copy of the minutes to board members for corrections and/or additions via email and/or made available on the shared Google Drive.
 - B. Distribute a final copy of the minutes to board members with corrections and/or additions via email and/or made available on the shared Google Drive.
- III. The Secretary is responsible for retrieving the mail at the U.S. post office.
 - A. Log all mail received and distributed in a correspondence log file available on the shared Google Drive.
 - B. Distribute the mail to the appropriate individuals via one of the following venues: electronically, postal system, board meeting or general meeting.
- IV. The Secretary is responsible for maintaining a table of elected and appointed board members and making the table available on the shared Google Drive.
- V. The Secretary is responsible for making the appropriate number of copies of handouts as required for either in-person general meetings or seminars.
- VI. The Secretary is responsible for sending the “Welcome Email” to new members upon receiving a new member application notice.
 - A. The “Welcome Email” will include the following attachments:
 1. Member’s Guide
 2. Blank pedigree chart and other forms
 3. Information for Clayton Library Center for Genealogical Research
 4. List of local libraries and family history centers
 5. Source checklist
 6. Suggested family history interview questions.
- VII. E-mail communication exclusively through the BAGS e-mail address secretary@txbayareagen.org.
- VIII. Attend a majority of the board meetings.