POSITION OVERVIEW:

The WIL Board Secretary takes minutes of the board meetings and board retreat meetings.

MONTHLY DUTIES:

1. Review board minutes from the previous monthly meeting.
2. Attend the monthly luncheon. *(11:15 arrival time, 2nd Thursday of every month minus July)*
3. Compose monthly board report. *(Due @ 5:00pm Monday before board meeting)*
4. Attend the monthly board meeting. (*3rd Thursday of every month)*
5. Ensure Minutes are taken and accurately reflect the Board discussion and actions.
	1. Record attendance and minutes of each Board Meeting.
	2. Type meeting minutes in draft form and send minutes to the President within one week of the meeting. Include a list of all action items from the meeting along with the responsible party for timely follow up. The status report is required for the following meeting. After President makes changes, make corrections, and submit second draft to each Board Member via email.
	3. After all Board members have a chance to review, make changes and send the final document to the President no later than two days prior to board meeting and upload to the WIL Google Drive.
	4. Post the final draft of approved minutes from prior month in PDF Form in the WIL Google Drive.
6. Consider writing a newsletter article and forward it to VP of Public Relations. *(Due the 25th of every month)*

*Specific activities recommended by month:*

JULY

1. Attend the July board retreat where the upcoming season can be discussed (typically a 3‐hour meeting

in the afternoon).

***Total Time/Month: 3-4 hours (monthly meeting, board meeting & report)***