
Palm Harbor Newcomers Club

SECRETARY – EXECUTIVE BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be elected to one additional consecutive term.

Purpose:

Process meeting minutes, retain records and send official correspondence.

Qualifications:

- Be no more than a seven-year member of PHNC at the time of first election
- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board
and General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the Executive Board and Board of Directors.
- Serve as a member of the Budget Committee.
- As necessary, submit budget requests for the position.
- Attend all Executive Board, Board of Director and General Membership meetings.
- Along with other members of the Executive Board have the right of final approval of the Chairpersons and Coordinators recommended by the Nominating Committee.
- Take, prepare and distribute draft minutes from all meetings of the Executive Committee, Board of Directors and General Membership meetings for approval.
 - For Board meetings, record members and guests present.
 - Document discussions, key accomplishments, motions, voting results, actions and recommendations.
 - If any, include actions taken between meetings.
 - Distribute draft minutes within five days for review and an amended draft, if necessary, within seven days.
- Provide a printed copy of the previous General Membership Meeting minutes to the membership at the monthly General Membership Meeting and present said minutes for a vote of approval.
- Post digital copies of approved minutes of Board of Directors and General Membership meetings on the Club's website.
- Retain copies of all approved Executive Committee, Board of Directors and General Membership meeting minutes in a permanent file.
- Assure all non members have submitted a completed Guest Waiver prior to attending a Club event.
- Retain each Guest Waiver for a minimum of five years on Google Drive, scanning printed waivers as necessary.
- Retain each Photo Waiver on Google Drive for as long as the woman is a member of the Club.
- Retain a hard copy of all other official documents of the Club in a permanent file.
- Prepare and distribute any official correspondence as directed by the Board of Directors.
- Maintain regular communication with the President, Executive Board and Board of Directors, reporting as appropriate any and all updates, actions taken and/or issues identified.
- Pass on materials, supplies and records and train successor.