

## **Position Description: Secretary** **Amador County Branch, AAUW**

**Overview of the position:** Serve as the branch recording and corresponding secretary.

**Overall responsibilities:**

- Serve on the branch Leadership Committee and other committees as assigned.
- Take minutes at each Leadership Committee meeting, and each general meeting if business is conducted.
- Distribute the minutes to the board members for review, prior to the next board meeting.
- Maintain a file of the board and general meeting minutes.
- Conduct branch correspondence as directed by the Leadership Chair.
- Determine budgetary needs to execute the duties of the secretary to ensure that these needs are reflected in the branch budget.
- Submit a written report of activities to the Leadership Chair at end of the fiscal year.
- Procure and maintain branch stationery supplies.
- Provide an orientation for your successor.

*Approved 2003*

*Revised 4/14/2022*