



NATIONAL FAMILY ASSOCIATION FOR DEAF-BLIND

Policy: Secretary Roles and Responsibilities

Date Effective: 1.28.2019

Date Revised: 9.28.21

NFADB Bylaws Article IV, Section 7.

Secretary. The Secretary shall keep the records of the Membership and of all proceedings of the Members and the Board, ensure the giving of all Board and other notices required by law, and perform the other duties customarily incidental to the office or assigned by the Board.

Specific Roles and Responsibilities:

- Provide agenda and supporting documents to all Directors prior to Board meetings.
- Post all Board Meetings and EC Meetings on Google Calendar in G Suite
- Keep an accurate record of the proceedings of all meetings of the Members and of the Board. This includes motions made and by whom and summary of discussions that follow. Documents Action Plan/To Do grid, including person responsible.
- Responsible for making sure that a Quorum (a majority of the board present) exists at all Board meetings for voting purposes. Records the name of abstainers when voting takes place. Disseminate the meeting minutes to the full Board and Advisors in a timely manner.
- Provide agenda for EC meetings, record minutes and disseminate to members of the EC in a timely manner after the meetings. Store minutes in the EC folder in G Suite.
- Keep current electronic records of all organizational documents, except those specifically assigned to others. Archive all documents in the Board workspace in appropriate drives and folders.
- Provide the Administrative Assistant with electronic copies of all formal documentation that needs to be printed and kept in the Association's files (i.e., Board minutes, Board rosters, membership correspondence), if the board deems it necessary.
- Oversee the distribution of Association correspondence with the help of the Administrative Assistant. The responsibility for writing or producing the correspondence may fall to any of the Association's Directors, as appropriate.
- Assist Administrative Assistant with answering emails and return phone calls that come through the Administrative Assistant or through the general Association email account.

- Responsible for the Administration of the Association Record Retention and Destruction Policy.
- Update the Board Roster Annually with the Administrative Assistant and save prior year Roster in the Old Roster folder in G Suite. The Vice President is responsible for updating the Board terms on the Roster with the Nominations Chairperson.
- Includes reminder for Sunshine Fund dues deadline in January Board Meeting Agenda.