



Mail: 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508-9199
Location: 14 Avenida Torreon, by El Dorado Community School

Position Description: Secretary

Date: 29-Nov-2018
Revised 15-Jul-2020

About the Position

Overall responsibilities of the President and other Board officers are outlined in the current *Bylaws*:

Article 7, Section 3. Secretary: The Secretary shall ensure that a true and accurate account is kept of all proceedings of the Board meetings. The Secretary shall give notices of all meetings as per these *Bylaws* and shall perform other duties as assigned by the President of the Board of Directors. The Secretary shall maintain a file of all Board policies, previous minutes and Board of Directors' membership, be custodian of corporate records, coordinate public communications of the Board and conduct the correspondence of the Library. (VGPL Bylaws, approved 17-Apr-2018)

Relevant Policies and Procedures

The Secretary shall be familiar with **all** VGPL policies; current versions are available on the VGPL website.

Key procedures include:

- Manage Board meeting
- Manage Master calendar

These procedures may be found on the server – COMMON/PROCEDURES.

Key Job Responsibilities:

1. **Monthly Board Meetings.** The Secretary ensures that notice of all Board and Annual Meetings are posted appropriately (display boards, website calendar, etc.) and in accordance with the Open Meetings Act Resolution. The Secretary prepares the Board webpage prior to the board meeting with agenda materials. The Secretary takes minutes of each board and annual meeting and circulates drafts of the minutes to the board and library director for review within 3 working days of the meeting.
2. **Board Meeting Follow-up.** Following the board meeting, the Secretary updates bulletin boards and the website with approved documents and ensures that they are filed on the server.
3. **Annual Membership Meeting.** The Secretary takes attendance at the Annual Membership Meeting and prepares the minutes for Board approval.
4. **Committees.** The Secretary must participate in at least one Promotional Committee and may be involved in other Promotional and Operational Committees as time and interest permit.
5. **Executive Committee.** The Secretary is a member of VGPL Executive Committee meetings.
6. **Signatory Responsibilities.** The Secretary is authorized to sign checks.
7. **Master Calendar.** The Secretary maintains the annual master calendar.

8. **Fundraising Support.** The Secretary supports all VGPL fundraisers including participation in solicitation of local businesses for financial support as a Business Partner or a Summer Social auction donor. Personal donor contacts may be part of this process.
9. **Policy and Procedures.** The Secretary maintains the status documents for policy and procedure review and ensures that current policy documents are files and posted on the website.
10. **Correspondence.** The Secretary maintains the Board correspondence files and may prepare drafts of letters for the President.