

RECORDING SECRETARY
Job Description

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| Term: | 4 years desired |
| Time Commitment: | Average 3-5 hours per month |
| Skills Needed: | Capable of taking accurate notes, excellent listening skills, organized |
| <i>Please know that in this role you are always supported by MEF Leadership, which includes the Executive Director (ED) and President(s). If you would like to refine or expand any of the responsibilities noted below, please reach out to the ED.</i> | |

The Secretary is the custodian of all Board meeting minutes and corresponding documentation. Minutes, sign-in sheets and accompanying attachments will be reviewed by the Executive Director and President for accuracy and uploaded to the designated Google Drive folder and in a timely manner.

Responsibilities

- Create & distribute sign-in sheet for each Board meeting
- Record the minutes of each Board meeting and annual Strategic Planning meeting
- Send minutes of the meeting to the President(s) and Executive Director promptly for review/editing
- Finalize meeting minutes and compile with sign-in sheet, and accompanying documents
- Upload to the designated Google Drive folder and retain in a separate binder to be submitted to the MEF office at the end of the year
- Provide necessary documentation to the financial review team and auditors as needed
- Signing organizational documents as needed

Meetings Attended

Monthly:

- MEF Board Meetings

As Needed:

- MEF Strategic Planning Meeting