

SECRETARY
Job Description
2015-2016

Records and distributes minutes at all HSC Board and General Membership Meetings. Maintains records of motions submitted. Arranges and sets up a meeting space for Board Meetings or any other special meetings called by the President. Executes all HSC correspondence. Member of the Executive Board. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to President.
2. Attends all Board Meetings and all other regular or special meetings of the Hurlburt Spouses' Club.
3. Carries out the responsibilities and duties of the office as stated in the HSC By-Laws and Constitution, Operating Policies as well as in this Job Description and Calendar.
4. Secures meeting location for all Executive, Board and Special Meetings. Reserves location at end of year for following Board Year.
5. Makes place/name cards for all Board Members for August Board Meeting. Set out place/name cards for each meeting.
6. Sends letter each August to Honorary Members and Distinguished Guests welcoming them to the HSC and inviting them to attend our luncheons. Coordinate with the Membership Chair on this.
7. Keeps attendance records at all Board and Executive Board Meetings.
8. Maintains an up to date Board Roster and distributes via e-mail to all Board Members.
9. Types minutes, signs, and secures President's signature for all Board Meetings, Executive Board Meetings, and General Membership Meetings. Keeps a signed copy of each motion in the files. The minutes must conform to standards set forth in AFM 37-126. Keeps the originals for files. Distributes as follows:
 - a. Emails a copy of Board Meeting Minutes to each Board Member.
 - b. Emails a copy of Executive Board Meeting Minutes and General Membership Meeting Minutes to each member of the Executive Board.
 - c. Copy of Board Meeting Minutes, Executive Board Meeting Minutes and General Membership Meeting Minutes to be posted in Ladies' Room at the Soundside Club along with a copy of the Administrative and Charitable Treasurers' reports.
 - d. Copy of Board Meeting Minutes, Executive Board Meeting Minutes and General Membership Meeting Minutes to be posted in the Thrift Shop along with a copy of the Administrative and Charitable Treasurers' reports.

10. Submits copies of Board Meeting Minutes, Executive Board Meeting Minutes, General Membership Meeting Minutes, Administrative and Charitable Treasurers' reports, and Thrift Shop reports quarterly to 1SOFSS/FSR.
11. For any special Board Meetings (meetings which take place at a time other than the regular monthly meeting), state the purpose of the meeting under the first item in the minutes.
12. Forwards list of donations approved at Board Meeting to Sound & Website Editor to be published in monthly Sound. List the organization(s) receiving the donation(s), but do not mention the amount of money to be donated.
13. Executes correspondence of the HSC as requested (i.e. invitations to special events, thank you notes, sympathy/get well/congratulations cards).
14. Posts all pertinent correspondence on the bulletin board in the ladies room at the club for a period of one month.
15. Checks mail weekly at Hurlburt Field post office and distribute at monthly Board Meeting unless otherwise requested. Keys to P.O. Box 9218 are maintained by Secretary and Scholarships.
16. Is a member of the Constitution, By-Laws and Operating Policies Review Committee.
17. Is a member of the Budget Committees.
18. Serves as Custodian of the permanent records of the HSC, that is, the Monthly Board Meeting Minutes and Treasurer Reports.
19. Maintains the following files:
 - a. Monthly reports submitted by officers and committee chairs; hold for 5 years.
 - b. Minutes of committee and general membership meetings; hold for 5 years.
20. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
 - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, Monthly Board Reports/Agendas/Minutes, Parliamentary Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Policies.
 - b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years for your position), Budgets (three previous years for your position), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).
21. Contacts the President by 5 PM Monday before the Board Meeting with items you wish to place on the Agenda.

22. Informs the Publicity Chair, by the 20th of each month, of any information relevant to your position to be included in the Sound or on the website.
23. If any expenditure is incurred, Secretary submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC
24. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the January Budget Review Meeting.
25. For historical data and continuity of information, Secretary submits a separate "After Action Report" to the President and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. any special information that would make future projects easier).
26. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.
27. Contacts the chairman filling the job for next year's Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
28. Thank you for volunteering and have a great year!

(Revised 02/16)