

Western Organic Dairy Producers Alliance

Secretary Job Description

SUMMARY: The Secretary is elected by the WODPA membership at the annual meeting for 2 year terms in odd years. The Secretary is a nonvoting member of the Board of Directors (Board). The Secretary performs such duties as are customary to the office, including maintenance of official minutes of the meetings of the Corporation and the Board. Copies of the minutes are provided to voting members of the organization upon request.

ACCOUNTABILITY: The Secretary is accountable to the Members. Through the Board, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

DUTIES AND RESPONSIBILITIES:

General

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Board's business was conducted.

To fulfill these responsibilities, and subject to WODPA's bylaws, the Secretary records minutes of meetings, ensures their accuracy and availability; proposes policies and practices; submits various reports to the Board; maintains membership records; fulfills any other requirements of a Director and Officer; and performs other duties as the need arises and/or as defined in the bylaws.

Minutes

Ensures that accurate minutes of all meetings are taken, approved and distributed to members shortly after each meeting. The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the Board's records. Copies of all minutes are maintained for the record.

Minutes should include at a minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition.

Records

Ensures that WODPA's records are maintained and made available when required by authorized persons. Ensures the accuracy and security of the records. Records include, but are not limited to, WODPA's founding documents such as the articles of incorporation; bylaws; lists of directors; board and committee meeting minutes; financial documents such as financial reports, budgets, audits, and tax returns; and other official records.

Ensures that membership records are maintained. Ensures that these records are available when required for reports, elections and other votes, and for other purposes.

Communication

Manages the general correspondence of the Board except for such correspondence assigned to others.

Ensures that proper notification is given of Directors' and Members' meetings as specified in the bylaws.

Meetings

Provides members with required meeting notices, prepares agendas and provides guidance on proper meeting procedures. Takes minutes at all meetings, or designates a person for the task, and reviews and distributes the approved minutes.

Participates in the annual member meeting as well as Board meetings as a nonvoting member. Provides items for the agenda as appropriate. Records meeting minutes as described above.

Ensures that an up-to-date copy of the bylaws is available at all meetings and is sufficiently familiar with them to note applicability during meetings. Is sufficiently familiar with legal documents (articles of incorporation, by-laws, IRS letters, etc.) to note applicability during meetings.

Signing Officer

Serves as signing officer for certain documents (e.g., checks, minutes, correspondence, applications, reports, contracts) as designated by the Board of Directors.

Signs checks and countersigns meeting minutes.