OFFICER POSITION: SECRETARY

You will serve RPM by keeping an accurate record of meetings, which become part of the permanent history of RPM. Great Secretaries often have prior volunteer and/or meeting experience and are enthusiastic about RPM. Primary responsibilities of the TJ RPM Board Secretary are to perform duties outlined in the **Secretary Procedure** at both RPM Board Meetings and RPM General Membership Meetings. Meeting commitments typically account for 2-4 hours per month:

Board Meetings are usually held between August and June, and last one hour (other than August, which is a planning meeting and longer). *No December Meeting.* Meetings will be planned for in-person, however when needed, Zoom meeting is an acceptable platform.

Board business will primarily involve: (1) RPM financial decisions and grant funding; (2) scholarship management; (3) group account management issues as they arise; (4) annual organizational planning (5) promotion, i.e. Open House or Registration table, etc.; (6) Committee Operations.

General Meetings will meet every other month during the school year. *No December Meeting.*

Other Secretary tasks involve sharing agreed upon RPM hard promotion, communicating with Board members and Principal Rush, participating as a voting member of the RPM Board, helping prepare for general membership meetings, and maintaining orderly Meeting/Secretary files in RPM Dropbox or equivalent file system.

The Secretary *may* volunteer to adopt additional duties, but this is NOT a requirement of the job, and not expected. You may also elect to give additional RPM volunteer time, most of us do! But also, not required.

Signed Agreement:

_____   _____
Officer Signature   Date

_____   _____
Print Officer Name   Board Period

_____   _____
President Signature   Date

Version 5/2024

I. BOARD MEETINGS

    A. Attend RPM Board Meetings *(80% attendance required)*.

        1. Discuss and help resolve Board business. Vote when required.

        2. Respect confidentiality (grants, sensitive matters/deliberation, etc.)

        3. Read funding proposals as they arise (grants, altering budget, etc.).

    B. Record and file minutes and agendas, templates are in "Shared", "Meetings", "Templates" in Dropbox.

        1. Board minutes and agendas are not shared with General Membership.

        2. If agendas are sent as emails; copy and paste into Word docs for filing. Filing for agendas and minutes should happen ASAP because these are often accessed to help plan General Meetings.

        It has traditionally been the President's job to set and distribute Board agendas, but Secretary, Co-President and Vice President have done this too.

    C. Draft the General Membership Meeting agenda based on Board discussion of the upcoming meeting (this is the last matter of business).

        1. Verify any General Meeting guests before agenda distribution (if unsure, assign space for a guest and keep it vague).

        2. Template Gen. Mtg. Agenda file is in "Shared", "Meetings", "Templates" in Dropbox.

        3. File completed agenda in Dropbox under "Shared", "Meetings", "General Meetings".

II. GENERAL MEMBERSHIP MEETINGS

    A. Distribute Notice of Upcoming Meetings. *This can also be done by the President/Co-President or Vice President*

        1. Meeting notices are often posted a variety of ways: website calendar (public access, always), on membership applications (always), TJ all-school emails sent by TJ Office Manager, TJ callouts (Office Manager), TJ Principal messages, RPM Email, posters on meeting nights, text message notification (through system) and Facebook (social media) announcements.

            a. When bulk emailing from GoDaddy, insert addresses under "bcc." DO NOT insert addresses in the "TO" line.

            b. Include RPM Gen. Mtg., day, date, time in subject line of email notices. Other details can be included in the message with the agenda. Post any message and agenda content in the email body, people are less likely to read attachments.

            c. General Meeting messages should be sent a week ahead of meetings, and either the day before or day of. Include the agenda the notices. Recently membership messages have been used to emphasize our most important meetings since

people receive info. so many ways. Again, the RPM meeting calendar is always available on the website.

B.   Obtain Hospitality Items for the Meeting. (Cookies, small treats, napkins, bottled water.) The first meeting has higher attendance and requires more supplies. Keep receipts to submit to Treasurer for reimbursement (initial, write Gen Mtg on them, highlight items). These typically run $15-20/mtg. Recently, hospitality responsibility has rotated among board members.

C.   Produce and Provide Necessary Documents for the Meeting.

1.   Agendas, Minutes for Review/Approval, Membership Applications etc.

2.   Roster for attendance and pens. *May be provided by President*

D.   Produce Any Necessary Ballots, Record and File Vote Results.

1.   Action/Expenditure Ballots - template file is in Dropbox.

2.   Board Election Ballots if balloted vote is taken - template file is in Dropbox. *Votes can come from the floor.*

3.   Bring these to meeting in a labeled and dated envelope. After vote is conducted, collect ballots, and keep them in the envelope. Result is written on the outside. File envelope.

4.   The most common reason a balloted vote occurs is for grant requests exceeding the approved threshold when membership present must vote to approve.

E.   Attend the RPM General Membership Meeting, Take Minutes/File.

1.   RPM General Meeting minutes template file is in "Shared", "Meetings", Templates" in Dropbox.

2.   Record and process the minutes. If you have a conflict or emergency and cannot attend, assign a substitute to record minutes so you can process/distribute later.

3.   Clean up Items Supplied Following the Meeting.

4.   Collect and file the roster. *Moving towards an electronically updated roster and tracking sheet*

5.   Process Minutes and File in "Shared", "Meetings", "General Meetings" in Dropbox.

6.   Distribute Minutes to General Membership via hard copies at meetings (always) or email ONLY to paying members via RPM GoDaddy. We do not post membership meetings for non-members unless they attend an RPM membership meeting.

7.   Try to file the minutes ASAP. When minutes are emailed to members, note in the email body and subject line that they are attached. If upcoming events are shared, highlight these in the email text for visibility.

*Note: members are unlikely to open emails or attachments; if you do send membership emails, keep them to a minimum for greater impact and be very concise.

8.   These meetings are IN-PERSON If a covid like shutdown were to happen again, meetings could revert to Zoom-only format. In person format is supportive of RPM's need for community, and engaged, in-person membership.

III.   PROMOTION

    A.   Hard and soft RPM promotion is a shared Board Duty. The amount of hard promotion depends upon goals at hand decided by most of the RPM board, urgency, available volunteers, and likely impact.

        1.   Formal 'Hard' Promotion Events

            a.   These events are shared or distributed - each Board member is not expected to participate in promotion at all events.

            b.   Registration: about 2 days in mid-late August. Can involve:

                (1) Creating a display with membership forms, info, candy bowl, etc. Include instructions for submitting forms and payment.

                (2) Staffing an RPM table and chatting with families and students, collecting membership applications/fees, and helping acquaint new parents with TJHS.

            c.   TJ Orientation/Open House: one evening in September. Can involve:

                (1) Public speaking about RPM. Include   a PowerPoint slide submitted ahead of time to TJ   office.

                (2) Staffing a booth during the later part of the evening or setting up a display table.

                (3) Creating a PowerPoint slide for the principal's presentation.

            d.   Freshman Night: one evening in February. Can involve:
                (1) Public speaking per above, with PowerPoint.

                (2) Staffing a booth before and sometimes after the presentation.

                (3) Creating a display table.

            e.   August Staff Meeting. One morning. Arrange a time to attend with the principal if participating. Promote RPM membership for staff, answer questions. Bring staff membership forms.

        2.   Informal 'Soft' Promotion: word of mouth: help create a positive impression, and an increased awareness of RPM activity (be that auction, events, etc. – whatever the agenda is). Reference the website for info, and good works RPM has done over 40 years at TJHS.

IV.   CO-SECRETARIES. Dividing labor helps make consistent meeting attendance easier as someone is typically able to cover meetings. If this is done, please adhere to a consistent minute/agenda/etc. format and ensure that at least one person is always at the general meeting. Both members are expected to attend board meetings.

V.   OTHER TASKS ARE OPTIONAL. Additional RPM jobs are independent of this board position.

VI.   BOARD COMMUNICATION. This occurs a variety of ways: in person, Zoom, emails, and texting. Please try to respond in a timely manner when a response is requested. Also, do not hesitate to ask for help!