



Rogue Valley Genealogical Society

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Secretary Position Description

The Secretary is elected by the members of the Society and is a voting member of the Board of Directors. The position shall be for one year. Re-election for additional one-year terms has no limit. Article V, Section 8 RVGS By-Laws

Responsibilities

1. Keep minutes for all Board and member meetings.
 - a. Email the minutes to Board members for corrections and additions after the meetings.
 - b. Send member meeting minutes to the President and Webmaster prior to the next member meeting to be printed with the agenda and posted to the website.
 - c. Send final copies of all minutes to the webmaster for posting on the website.
2. Maintain a file of all approved minutes, motions of record, and reports.
 - a. Current practice is to maintain an official file including all submitted reports from Board meetings and member meetings, which are bound by the Secretary at the end of each year.
 - b. Maintain a copy of approved Board minutes and member meeting minutes at the library.
 - c. Maintain a cumulative copy of motions and file at the library in the Motion Book.
3. Obtain signatures of all Board members in attendance at board meetings on an attendance sheet. Note the number of attendees at each Board meeting on the front desk calendar.
4. Complete general correspondence on Rogue Valley Genealogical Society letterhead per direction of the Board.
 - a. Read received correspondence at Board meetings.
 - b. Correspondence includes, but is not limited to, sympathy cards, thank you letters for Memorial donations, miscellaneous thank you notes, and get-well cards to members.