



American Adoption Congress Secretary Job Description Approved by the Board 12-19-2014

Prerequisites

- AAC member in good standing
- A board member for one year
- Daily access to email and internet

Term of Service

The Secretary is elected annually for a one year term and is an officer of the board of directors. The Secretary must be a board member and have served on the board for one year before he/she is eligible to hold office. The Secretary may be re-elected can serve as an officer for the length of his/her term on the board.

Responsibilities

The Secretary attends all meetings of the board of directors, and shall preserve in books of the Corporation true minutes of the proceedings of such meetings. The Secretary shall give all notices required by statute, law or resolution, and shall perform such other duties as may be delegated by the board. The Secretary will become familiar with the AAC bylaws in order to find simple answers to any questions answered.

Procedures

Minutes

The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of 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.

The Secretary submits the minutes for ratification by the board.

Motions

The Secretary posts all motions and electronic motions to the board, tallies the votes and reports the results back to the board of directors. A second vote counter is used on the board to ensure accuracy.

Custodian of records

The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, such as articles of incorporation, lists of directors, board and committee meeting minutes, and other official records.



American Adoption Congress Secretary Job Description Approved by the Board 12-19-2014

Bylaws

The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

Communication

The Secretary ensures that donors of the AAC are sent an appropriate thank you letter with the non-profit tax information included.

Meeting

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President (and Vice-President, if the position exists), the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above. The Secretary may perform these duties for member meetings, the annual general meeting and for executive meetings.

Equipment

All equipment supplied by the AAC remains the property of AAC. It must be returned to the organization when no longer needed for AAC business.