## **BOARD MEMBER RESPONSIBILITIES**

**SECRETARY**

**SECRETARY shall:**

1. Attend all general meetings, board meetings, assigned committee meetings and special meetings of SFV-CAMFT. Notify president if unable to attend.
2. Oversee the recordkeeping of SFV-CAMFT by performing the following functions:
* Keep a complete and accurate record of the action taken at all board meetings and special meetings;
* Record board recommendations requiring a membership vote and approval in the membership meeting minutes;
* Send draft of minutes to president for review within one week following a board meeting or special meeting;
* Following approval, write “approved” along with the date and the Secretary’s signature at the end of the minutes;
* Place minutes in the online document storage (e.g. Google docs) to be filed as the permanent record, and a hard copy in the book of minutes.

3. Provide either a copy of the minutes or a summary of proceedings of each board meeting to inform the membership of all substantive matters discussed and/or acted upon, to the editor of the chapter Newsletter for publication in the next available issue of the Newsletter.

4. Prepare a roster of Board Officers and Committee Chair contact information and distribute to Board and Committee Members. Provide roster to state CAMFT.

5. Prepare a list of meeting participants for each of the regular chapter meetings February through November. Bring printed copies for each of the attendees and place on the tables prior to the meeting.

6. Manage the main chapter email account and phone line. Take voice messages and emails and forward to the appropriate board member for response. Check chapter email account at least 2 times per week (every 3 to 4 days).

7. Maintain and transition complete records to the incoming board of directors by utilizing email folders, and placing copies of chapter documents in the appropriate shared Google Drive folder, in order to maintain historical information.

*I have read and understand the responsibilities for this position and will serve my elected term for the following membership cycle for the year \_\_\_\_\_\_\_\_\_\_\_.*

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| Print Name |  | Signature |  | Date |