

CCMGA Secretary Job Description and Specific duties

The secretary shall be responsible for taking the minutes of all meetings, keeping current and historical records and a current membership list, and for any correspondence as directed by the Executive Board. The secretary is responsible for finding a replacement for any meetings he or she cannot attend. (From CCMGA Bylaws)

Term is one year. Term limit is two consecutive years.

If this is your first time to serve as Secretary, here are a few suggestions to get you started:

- Obtain all records, files and other pertinent materials from previous Secretary. These files should include ALL previous minutes, both of the General Meetings and the Executive Board Meetings. If you experience difficulty in obtaining this information, please notify the President. Perusal of previous minutes will provide you with models of form and function of minutes.
- Read and become familiar with the Bylaws and other policies and procedures of the association.
- Possess a working knowledge of *Robert's Rules of Order* and the Bylaws.
- The Secretary is a vital element in the conduct of Executive Board business and is expected to attend all of the meetings of the Executive Board.
- Knowledge of keyboarding and internet skills is very beneficial for the individual holding this position.
- Plan to attend TMG State Conference, if possible.

The duties and responsibilities of the Secretary are as follows:

The Secretary of the local association shall:

- Keep and maintain all records of the local association, except those assigned to others by the President or the Executive Board.
 1. Membership records (Treasurer can provide you with membership information.)
 2. Treasurer's reports (Treasurer will submit copies of all reports to the Secretary.)
 3. Compile reports or general correspondence as directed by the President or the Executive Board
 4. Insurance information
 5. Policies/Procedures and Bylaws
 6. Annual Report
- Notify Executive Board Members of time, location and other pertinent information regarding Board Meetings, other "special call" meetings and General Membership meetings.
- The Secretary, by designation of the bylaws, is also an Executive Board member, and as such, will participate in discussions at the Executive Board meetings and will vote on matters that come up for consideration.

- Attend and record the proceedings of Executive Board meetings and General Membership meetings. If you cannot attend, it is your responsibility to make arrangements for a substitute secretary.
- Ensure there is a quorum of voting members, before each meeting is called to order.
- Minutes of all meetings are written, labeled “DRAFT”, and distributed via email as outlined below:
 1. Send completed “DRAFT minutes of General Meetings as an e-mail or attachment to Communications Chair for distribution to general membership and County agent (*see newsletter editor job description*)
 2. Send completed “DRAFT” minutes of Executive Board Meetings directly to all Board Members and County Agent.
 3. In each case, minutes will be accepted or accepted with corrections at the next regularly scheduled meeting.
- The “draft” designation should be removed after minutes are approved. Secretary shall sign and date the approved minutes, (include that meeting’s Treasurer’s Report), and place one copy in the Secretary’s binder and a second copy in the UT Extension office binder (located in the Master Gardener book cabinet). There are two binders for General Meetings, Executive Board Meetings and Policies and Procedures. These records become a part of the permanent record of the actions of the Association.
- Instructions for “Corrections of Minutes” can be found in *Robert’s Rules*.
- Participate with other Executive Board members in the development of annual budget, which will require the approval of the membership at a general membership meeting.
- Participate with board members in annual review of budget at end of fiscal year.
- When it is time to pass all records to your successor, ensure that they are accurate, neat and in chronological order. A back-up copy of all Association permanent records is also stored on a flash drive. Be sure to pass this on to your replacement.