

## **Duties and Responsibilities of the Southern Maryland Emmaus Board Secretary**

The secretary is responsible for accurate and complete documentation to help the Board and Community determine how, when, and by whom the Board's business was conducted.

To do this, the secretary:

- 1) Records minutes of Board meetings ensuring their accuracy and completeness;
- 2) Maintains and updates operating policies and procedures;
- 3) Tracks outstanding open items;
- 4) Prepares correspondence;
- 5) Submits reports to the Board as requested.

At a minimum, minutes of Board meetings should include the following:

- 1) Date, time and location of the meeting
- 2) List of Board members who are present and absent
- 3) List of items discussed
- 4) List of reports presented
- 5) Text of motions presented and description of their disposition

Note: The minutes should have enough detail to help absent members to understand the issues discussed and what decisions were made.

The Secretary sends a draft copy of the meeting minutes to all Board members within 2 weeks of each meeting. At the following meeting, Board members have an opportunity to approve the meeting minutes as is, or to approve with modifications. Once approved, the Secretary will make changes (if approved), and sign a copy of the final, approved minutes. The Secretary sends a final electronic copy to all Board members, and maintains copies for future reference. At the end of each year, the Secretary sends a copy of all Board meeting minutes to the Historian for the archive file.

The Secretary is also responsible for reviewing and updating Board member binders annually as they are turned in, to be prepared for oncoming Board members.

Approved March 2008