



**American Association of University Women
Lake/Sumter (FL) Branch**

SECRETARY

AUTHORITY

Branch Bylaws
Article XII. Duties of Officers
Section 4

“The secretary shall:

- Record and keep minutes of all board and general business meetings. The minutes will be available to the affiliate members, AAUW-Florida, and National AAUW upon request.
- Provide National AAUW and AAUW-Florida with the contact information of the administration and finance officers.”

GENERAL

- Attend Executive Committee, Board of Directors, and General Meetings
- Submit minutes to Dropbox designee in preparation for Board meetings
- Become familiar with the branch bylaws, strategic plan, and the Board position descriptions
- Submit a Continuity Report (“end of year report”) prior to the May Board meeting

TASKS & TIMELINE

- Beginning of the new Board year (July 1): Send contact information of Lake/Sumter AAUW Board of Directors members to National AAUW and AAUW-FL
- Minutes
 - Timeline
 - Monthly, September – May: Attend and take minutes at Board of Directors Meetings
 - Monthly, September – May: Attend and take minutes at General Business Meetings
 - As needed and called by co-presidents: Attend and take minutes at Executive Committee Meetings
 - Preparation
 - Monthly Executive Committee and Board of Directors Meetings

- Attending members at Executive and Board meetings are to be recorded in the minutes.
- Send completed draft minutes to the co-presidents in a timely fashion (within 3-4 days of the meeting) for review and editing.
- A co-president sends edited minutes to the Dropbox designee for distribution to Board members. They review the minutes and vote on them for approval at the next meeting.
- General Meetings
 - Send completed draft minutes to the co-presidents in a timely fashion (within 3-4 days of the meeting) for review and editing. Messages
 - As needed: Forward messages received regarding AAUW to the co-presidents if they are not listed on the correspondence.
 - Only send correspondence regarding AAUW information to others with the co-presidents' approval.

TIPS

- Review the past year's minutes to become familiar with Board function and information.
- Determine a format for recording the minutes to create continuity in appearance.
- Have or learn the skills to transcribe minutes on the computer, and the ability to copy, edit, and perform other word-processing functions.
- Have or learn the skills to access Dropbox to retrieve information.