

FAN JOB DESCRIPTION

Secretary

Responsible for recording club business and documenting decisions made at FAN General and Board Meetings. Ensures final accepted minutes are maintained according to FAN's permanent records protocol.

- Minutes of General Meetings
 - Posts draft of previous General Meeting's minutes allowing members to review prior to voting to accept
 - Makes changes, if needed
 - Sends accepted version to Web Manager for uploading to website
- Minutes of Board Meetings
 - Circulates draft of Board Meeting minutes to board members allowing them to confirm, correct and clarify their reports
 - Makes final draft of Board Meetings minutes available to the board for review prior to voting to accept
 - Makes changes, if needed
 - Sends accepted version to Web Manager for uploading to website
 - Posts approved Board Meeting minutes at General Meeting for general membership to review