



MOUNTAIN EMBER TEAM BOARD OF DIRECTORS

JOB DESCRIPTION: SECRETARY

The Secretary is a voting member of the MET Board of Directors who fosters communication between the Board and the organization's members and ensures proper management and utilization of important organizational records. The Secretary is prepared to assume the leadership role when the president and vice president are unavailable. He/she serves a two year term as a Board member with no limit to number of reelections. Officers are selected annually at the first meeting of the Board following the Annual Meeting.

He/she is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

Meetings and Communications

- Work with President to complete monthly and/or Special Meeting Agendas.
- Collect, organize and share all documents included in Agendas for all meetings.
- Record minutes of all meetings. Compose, edit and share for Board approval; post to website in a timely manner.
- Manage minutes for all email voting. Compose, edit and share for Board approval; post to website in a timely manner.

Organization and Record Keeping

- Create, manage and post the MET's Calendar to include meetings, renewals, required filings, etc. (with assistance from another Board Member).
- Maintain an Annual Binder that contains in written form Agenda and Minutes of all meetings, Committee reports, any Board actions taken without a meeting and general communications of import between the Board and the membership or other organizations for each current year.
- Maintain a Permanent Binder that contains in written form the Articles of Incorporation, the MET Bylaws and all other legal documents pertaining to the nonprofit status of the corporation.
- Maintain all MET corporation and supporting documents, including the MET Bylaws as amended to date, in Google Docs (with assistance from another Board Member), and make such documents available at all reasonable times to any Director or their agent.
- Manage the Google Drive account, sharing permissions and organizing the files.

- Setting appropriate permissions to insure that all approved documents are accessible and viewable to the Board and/or the Membership and the public.
- Maintain insurance policy files.
- Any of the above responsibilities may be delegated to another Board member as necessary and appropriate.

Membership Management

- Maintain a list of current MET members and member status (current/delinquent).
- Beginning December of each year, notices to all current members reminding them that dues are due by January 31st; follow up with members whose dues have not been received.
- Send Membership Questionnaire form and web links when requested; collect the Questionnaire forms and verify payments submitted; send email acknowledgment to each new member.
- Manage Member contact information in Google spreadsheet.
- Keep record of Members serving on various Committees. Update Committee email list and distribute to Committee Chairs.
- Solicit new members.
- Any of the above responsibilities may be delegated to another Board member as necessary and appropriate.

Membership Communication

- Manage the MET email account, responding to member questions and concerns.
- In coordination with the President, post all meeting notices and agendas to the membership in a timely manner as required in the Bylaws.
- Any of the above responsibilities may be delegated to another Board member as necessary and appropriate.

Annual Meeting and Election

- Send out call for Nominations including candidate Bios to Membership (including printed copies to those without email),
- Create and distribute election ballot as above.
- Collect the ballots in the manner described in the MET Policy to Insure Integrity & Secrecy of Voting.
- Supervise ballot counting and election results.
- Archive election results.
- Notify membership of election results.
- Any of the above responsibilities may be delegated to another Board member as necessary and appropriate.

Manage Relationship with In*Telligent Emergency App

Maintain Human Resources Documents

Web Master

- Build and continuously update site with meeting minutes, amendments to Bylaws, Resources (Fire Awareness/Education/Training-CERT Program), News & PR, Calendars, Special Events, Emergency or Courtesy Notifications (weather alerts, permissible burn days, etc.).
- Manage the GoDaddy and WIX account details (renewal, hosting, domain).
- Reply to forum member emails.
- Manage and take photographs for the site.
- Manage, write or request assistance for site's content

The Secretary performs other duties assigned by the Board, by the President, or as proscribed in the MET Bylaws.