

PV/SB Audubon Secretary Job Description

(Updated October 2012)

The following provides a description and guidelines for the Secretary of the Chapter.

Meeting Minutes

- Take Minutes at Board Meetings and other meetings as required.
- Email in DRAFT form to the President and Treasurer for review.
- Incorporate any changes and distribute to the Officers, copying other Meeting attendees and Board Members.

Email distribution of e-Hummin'

- When the Hummin' newsletter is published, the newsletter editor will send the electronic version - aka e-Hummin' - to the Secretary for distribution to the email list.
- The e-Hummin' should be sent as an attachment with the recipients' email addresses in the email header as "bcc" for privacy reasons.
- Forward e-Hummin' to the Webmaster for the Chapter website.

Other Duties

- Maintain list of email recipients for meeting minutes, e-Hummin', and other Chapter communications.
- Act as focal point for receipt of Job Descriptions, etc.
- Support the Board as needed.

Technical Note: All communication is in electronic format for ease of distribution via email.