Here is the Secretary position as described in the by-laws.

**Secretary:**The Secretary shall be responsible for the maintenance of the following documents:

Articles of Incorporation

By-Laws

Meeting Minutes

Contracts

All other Corporate Documents and records

In addition, the Secretary will:

Serve as the Chairperson of the Board of Directors Nominating committee.

Oversee the election of the Board of Directors

Oversee all “voting” by creating or causing to create all necessary notices and ballots, certifying voting results and maintaining voting records.

Other notes about this position from personal experience:

**For Meetings**:

1. As for the meeting outline/format, I learned it from looking at past meeting notices and agendas. Generally, meetings are run according to [Robert's Rules of Order](http://en.wikipedia.org/wiki/Robert%27s_Rules_of_Order). Once a date and time are set, I draw up an Agenda based on topics of recent discussion in the BOD and Moderator & Administrators' Forums. I then post this Agenda in a thread and title it ex: [Notice of Conference Call: 8/24/11](http://www.ncwoodworker.net/forums/showthread.php?t=40518) (click on the link to view this example). As you can see, I include the time, date, phone number and passcode at the top. This thread gives other board members the ability to add, edit or delete topics. Also, I started including the old minutes in a second post for the convenience of the other board members.
2. Before the conference call (or meeting), I copy and paste the finalized Agenda into Microsoft Word so that I can take notes on the conversation. Recently, I stopped including the conference call phone number and passcode since these Meeting Minutes will eventually be available to all Corporate Members via the Download Library. Also, I will usually go ahead and type the phrase "1. The board unanimously reviewed and approved the old minutes" under the last line item on the Agenda. Then I can take notes from there. During the conference call (or meeting), I set up my laptop at a table and use a hands free device for my cell phone. The art of note-taking is something that probably differs from person to person, but in general, I try to hone in on key statements and summarize what is being said the best I can. If I miss something important, I will either ask the board member to repeat it, or I will note it on my subsequent post with the notes and they can make corrections, etc. Generally, if certain people's names are mentioned on a touchy subject, I will not include their names, but will instead refer to them as, "a certain member," etc. When the conference call (or meeting) is over, I edit my notes and copy and paste them into a new thread in the BOD forum titled ex: [Minutes from Conference Call: 8/24/11](http://www.ncwoodworker.net/forums/showthread.php?t=40619) (click on the link for an example). There, the other board members can edit them. Once everyone approves them, I copy and paste them into a new Word document and upload them to the Download Library.

**Elections**:

NCWWer holds its elections each year in May. The Secretary has full responsibility of overseeing it. I've only done one, but this is what I did.

1. A month before the actual election, I posted a thread in the BOD forum titled "[Draft Nomination Announcement](http://www.ncwoodworker.net/forums/showthread.php?t=38050)." After the other board members have approved the announcement, I then post it as a new thread in the Corporate Members Forum (only corporate members can vote) ex:[Election Time is Here!!](http://www.ncwoodworker.net/forums/showthread.php?t=38081" \t "_blank)! (click on the link for an example). This gives the corporate members time to nominate each other (or themselves). The nomination period usually lasts about a month.
2. After that, I will post a thread in the Corporate Members Forum allowing the candidates to introduce themselves ex: [Please Read! BOD Candidates' Introductions](http://www.ncwoodworker.net/forums/showthread.php?t=38677)(click on the link for an example). The candidates then have a week to introduce themselves.
3. The next step is to get up with Jim or Bas to create a thread in the Secretary-Election Ballots Forum. This thread will be used to compile the results of the election. One of them will create the ballot and send you the link to it. Then you can post a thread in the Corporate Members Forum allowing them to vote for their candidate(s). ex: [PLEASE VOTE!!! 2011 BoD Election](http://www.ncwoodworker.net/forums/showthread.php?p=367261#post367261) (click on the link for an example).
4. From then until the Annual Spring Picnic (usually in mid to late May), Corporate Members can vote. This past election, Jim sent me a link that tallied the votes for each candidate and I just checked in on it once in a while.
5. The night before the Spring Picnic, I had Jim close the online voting and I took the final numbers and put them into a spreadsheet in Excel. I think that I actually put who every corporate Member had voted for into this spreadsheet, but that may not be necessary. The following day, at the picnic, I setup my laptop and offered corporate members in attendance (who had not voted yet) the ability to vote using paper ballots (which I made the night before using Microsoft Word). Fortunately for me, no one voted at the picnic this spring, but if anyone had, I would have entered them into my spreadsheet and tallied the numbers at the end. Then, the winners would be announced.

Other duties:

Keep the corporate records (Articles of Incorporation, Bylaws, etc). These are in one three-ring binder. Updates are printed and added to the appropriate section in the binder.

Pass the binder to the new Secretary.