

## **Description of TCNC duties for the position of Secretary**

July 2015

1. Attend all board meetings.
2. Take minutes at the monthly board meetings and send the minutes out to the board members by email.
3. Minutes will be read by the members and voted on at the following board meeting.
4. If unable to attend a board meeting, arrange for another board member to take notes for you. Transcribe the notes and submit the minutes.
5. Download the agenda and minutes and take them to the board meetings.
6. Vote on issues as they are raised.
7. Be prepared to take minutes/notes at general TCNC meetings as needed.
8. Maintain a notebook of minutes, agendas, By Laws and any other pertinent information.
9. Pass on the TCNC Secretary's notebook to the next secretary and answer questions for the incoming secretary.
10. Support the organization by recruiting new members as appropriate.
11. Attend TCNC functions and events when possible