

Board Position – Secretary

1. Attend and participate in scheduled board of director meetings, membership meetings, picnics and luncheons.
2. Record minutes of board of director and membership meetings.
3. Email to board members a “draft” of all meeting minutes for review/changes prior to publication.
4. Amend “draft” minutes as required and email “final” copy of minutes to board of directors for additional review/changes.
5. Distribute a printed copy of minutes to board of directors at the board of director meeting.
6. Provide a copy of the membership meeting minutes to the mailing committee for inclusion in the monthly membership mailing.
7. Maintain a folder of all meeting minutes, flyers, handouts and documents as dictated by the board of directors.
8. Prepare general correspondence as required.
9. Maintain an electronic backup of documents (except those prepared and maintained by the Association Treasurer).
10. Send via email copies of approved minutes to the Met-Ed/Retirees representative.
11. Maintain a calendar for mailing information including dates for the MERA Board
12. Maintain the MERA annual calendar of meetings and events to be distributed to the general membership..
13. Maintain Board Members, Leadership Team and Ambassadors contact information.
14. Oversee the rental of PO Box 123 at the Temple Post Office including two keys for the association at an annual cost of \$92 with a deposit of \$10 for the keys.. The Secretary and Assistant Secretary each will have a key. They will coordinate checking the PO Box on a bi-weekly basis and distribute the mail to the applicable board member. The Secretary will also coordinate the payment of the annual rental fee which will become due each November.

There is also an Assistant Secretary (appointed position) who performs the Secretary’s duties when required.