

Secretary

In addition to any duties outlined in *Robert's Rules of Order*, and in the Mississippi Humanist Association (MHA) Bylaws, the Secretary shall:

Serve as a member of the Board of Directors.

Attend all Board of Directors meetings.

Maintain knowledge of the organization and personal commitment to its goals and objectives.

Ensure that proper notification is given of directors' and members' meetings as specified in the bylaws.

Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

Responsible for ensuring that accurate minutes of meetings are taken and approved. Minutes should include at a minimum: date, time, location of meeting; list of those present and absent; list of items discussed; list of reports presented; text of motions presented and description of their disposition. The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.

Serve as Custodian of record, ensuring that the records of the organization are maintained effectively as required by law and made available when required by authorized persons. These records may include founding documents, lists of directors, board and committee meeting minutes, and other official records.

Maintain correct and up to date official membership records of members of the organization and of Board. The secretary ensures that these records are available when required for reports, elections, referenda, other votes, etc.

Prepare and send all welcome/receipt letters to new and renewing members.

Ensure approved minutes are distributed to members shortly after each meeting.

Ensure that an up-to-date copy of the bylaws is available at all meetings.

Perform other miscellaneous duties as assigned by the Board of Directors.