

FOUNDER REGION

POSITION DESCRIPTION FOR REGION SECRETARY

Bylaws – Article IV Officers, Section 4.5 Duties, Item c.:

The Secretary shall attend meetings of the Region Board; record and issue the minutes of Board meetings and conference; be custodian of the official records; document and submit all approved resolutions and bylaw amendments to SIA requiring convention action; and issue the call to all meetings.

Founder Region Procedures - Section B, Item 3.:

1. Secretary The secretary shall:

- a) Compile and distribute the call to conference including proposed bylaw and procedures amendments 45 days prior to the conference pursuant to Appendix C.
- b) Distribute conference proceedings by June 30, pursuant to Appendix C. Conference proceedings shall be accepted as distributed if no written communications relating to corrections are received within 30 days of distribution. Corrections shall be reviewed by the region board and clubs shall be notified of subsequent corrections.
- c) Prepare and distribute the calls to district meetings.
- d) Arrange for the distribution of the region bylaws and procedures pursuant to Appendix C.
- e) Arrange for the distribution of the region roster pursuant to Appendix C.
- f) Prepare and distribute the annual November mailing which shall include, but not be limited to; a governor's letter and any committee information or reports.
- g) Take, transcribe, and distribute region board minutes. Board minutes shall be distributed within 30 days of a board meeting to each board member, including the parliamentarian.
- h) Post updates to the Founder Region website regarding meetings, conference, club resources and club directories.

Additional information regarding secretary responsibilities:

- Attend introduction board meeting at the conference site immediately after the conclusion of the region conference in the first year of the biennium
- Attend Director/Officer training in June in the first year of the biennium (typically a weekend trip coinciding with the Memorial Grove service in Klamath, CA.)
- Attend August, November and February board meetings of each year in locations established by the governor (arrive Friday, depart Sunday). Record, prepare and distribute minutes. Minutes should be reviewed and approved by the governor prior to sending out to region board members.
- Update and maintain the region roster for distribution (ongoing).
- Prepare and distribute the Founder Region Board Members roster at the beginning of the biennium (and update as needed).
- Prepare the "Calls to District Meeting" for distribution each year.
- Attend District Meetings in September/October of each year.
- Prepare November "E-mailing" for distribution each year.

- Prepare and conduct Leadership Training workshop(s) each year.
- Prepare the “Call to Conference” for distribution each year.
- Prepare and arrange for printing the Conference Program.
- Record, prepare and distribute Conference Proceedings.
- Attend pre- and post- conference board meetings in May of each year. Record, prepare and distribute minutes.

Skills needed:

- Good communication skills – both verbal and written
- Working knowledge of computer skills – be proficient in use of email and the ability to work with Microsoft Word, Excel, Publisher and Powerpoint documents
- Ability to create fillable forms, convert PDF documents, knowledge of JPEG and other file formats
- Ability to work with a team – collaboration with all members of the Region Board of Directors
- Good understanding of Soroptimist and familiar with SIA and Founder Region resources
- Ability to work with diverse people