



## Secretary Position Description

### Basics

- Selection Process: Elected
- Executive Committee? Yes
- Voting Rights? Yes
- Estimated Time Commitment: 5-10 hours/month
- Core Responsibilities:
  - Maintaining GoogleDrive, especially Position Descriptions and Board Meeting Minutes
  - Maintaining up to date board member contact information and informing membership/webmaster of any necessary changes to personal email forwarders
  - Supporting President in recruitment
  - Serving as subject matter expert on governance of DCPBK
  - Other projects as requested by President
- Administrative Email: [secretary@dcpbk.org](mailto:secretary@dcpbk.org)

### Responsibilities:

#### Abide by the [Board Member Code of Conduct](#)

- Additional expectations of the Secretary:
  - **Make every effort to attend board meetings** – Inform president & VP of External Relations ASAP in writing if unable to attend (and email updates to [board@dcpbk.org](mailto:board@dcpbk.org))
  - **If you are running late, provide advance notice ASAP to President and VP of External Relations**
  - Resignations:
    - Please give at least one months' advance written notice and send to President with Secretary and VPCR cc'd
    - Help President and VPER interview candidates to fill your vacancy
    - Provide a thorough Zoom training to your replacement, help them coordinate necessary website and email access with President, VPER & Membership/Webmaster

### Website

- Monitor inbox for administrative email, respond to queries in a timely manner (ideally 1 week or less)



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- Share updates with Membership/Webmaster to ensure continually up to date board member information on website, including for:
  - “Leadership” and “Team Member” pages in WordPress
  - Personal and group email forwarder rules in Siteground (do not change forwarders for language groups, advisory council, or officers)
  - Logins for WordPress and MembershipWorks (**do NOT use personal emails for logins**, only board emails, for easier handoff)
- Regularly check website for updated/defunct information and inform Membership/Webmaster of any necessary changes

### GoogleDrive

- Maintain overall organization, accuracy, and completeness of GoogleDrive
  - Take detailed and clear Board Meeting Minutes after each meeting
    - Within 1 week, upload most recent minutes to GoogleDrive in folder for 2024-2025 and share with [board@dcpbk.org](mailto:board@dcpbk.org)
  - Ensure Board Meeting Minutes & Agendas remain categorized by year
  - Regularly check Position Descriptions to ensure information is complete, accurate, and up to date (if not, collaborate with President to revise them)
  - Ensure [Board Code of Conduct](#) is complete, accurate, and up to date (if not, collaborate with President to revise it)
  - Ensure [Recruitment Process Outline](#) is complete, accurate, and up to date (if not, collaborate with President to revise it)
  - Maintain complete, accurate, and up to date records of current [Board Member Contact Information](#), including personal details and administrative emails (plus email forwarding rules)
    - Inform Membership/Webmaster of any changes to board composition and partner with them to ensure appropriate access for board members
- Administer Google Calendar, ensuring all pertinent board events are included and shared with [board@dcpbk.org](mailto:board@dcpbk.org) (enable email & notifications for 1 week, 2 days, and 2 hours before)
  - Quarterly Board Meetings (with Zoom link)
  - Newsletter Reminders (per newsletter schedule)
  - Local Induction Ceremonies for the year



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- Board Member Mixers
- Annual Events:
  - Annual Meeting
  - Holiday Party
  - Spring Fling
  - Key Connections
  - High School Awards Ceremony
  - Triennial Council Meetings (every 3 years)
- Executive Committee Elections
- External Volunteering Invites for DCPBK

### **Governance**

- Serve as subject matter expert in PBK governance, including:
  - Triennial Council
  - Senate
  - Presidency
  - South Atlantic District
  - DCPBK:
    - Constitution
    - Bylaws
    - History
    - Norms/Procedures
    - Membership Policies
    - Geographic Scope
- Ensure compliance with the above structures, and advise on how to reconcile inconsistencies, areas that need clarification, revising bylaws and constitutional amendments when needed
- Conduct research and consult with other associations and National PBK as needed for guidance on trickier matters
- Answer board member questions about governance structures

### **Recruitment**

- As requested, support President in recruitment activities, such as:
  - Drafting vacancy announcements



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- Drafting new position descriptions
- Reviewing applications for board vacancies
- Scheduling and conducting Zoom interviews with candidates
- Determining best candidates and arranging appropriate Zoom training
- Ensuring required access, in partnership with Membership/Webmaster & President (onboarding and offboarding)

### **Other**

- Fulfilling other needs as requested by President