



**Board of Directors**  
**Secretary**  
**Position Description and Duties**

Revised 1-19-2019

Purpose of this position is to be responsible for recording the minutes of all board meetings along with communications to board members. The Secretary is the custodian of all board documents. The Secretary is an elected member of the Castle Rock Senior Activity Center's (CRSAC) Board of Directors (BOD) and the Senior Citizens Foundation Board of Directors., hereinafter referred to collectively as the CRSAC. As such assume responsibility for ensuring that the CRSAC always works within its established bylaws, any approved Mission statement, as well as any goals previously defined and approved by the BODs.

Primary responsibilities of the Secretary:

- Shall record the minutes of all BOD meetings and provide each BOD member with a draft copy of the minutes (at least 7 days) prior to the monthly meeting, maintain all corporate records of the Castle Rock Senior Activity Center (CRSAC), publicly post minutes at the Center, maintain a files of minutes at the Center in addition to the official minutes on the Secretary's position (as stated in current by-laws).
- Will be the custodian of all BOD documents. The Secretary is responsible for recording and maintaining accurate documentation of all meetings.
- Responsible for communicating BOD meeting reminders. Reminders should be sent approximately 10 days before the monthly BOD meeting. At this time agenda items will be requested from BOD members and Executive Director.
- Will receive and prepare all BOD meeting packets and have packets ready the day of the BOD meeting.
- Take meeting minutes at all the Executive session and BOD meeting. A motions page from each meeting will be prepared if needed.
- Will circulate meeting minutes to the BOD, no later than 7 days prior to the next BOD meeting. Corrections of minutes will be requested at that time and corrected minutes will be presented to each BOD member in their packets at the next BOD meeting and voted on at that time. Once approved and signed by Secretary and BOD President, the complete minutes will be posted in the center and entered into BOD binders by the

secretary. Copies will be kept by the Secretary in accordance with the CRSAC Retention Policy and BOD direction.

- Maintain a secure box for board confidential information. Both the BOD President and Secretary will have a key.
- Maintain a file for any documents that are provided for BOD use and reference.
- Investigate, recommend, oversee and maintain an electronic storage application for BOD documents. Electronic documents will follow guidelines established in the Center's Record Retention policy.
- Will manage the general correspondence of the BOD.
- Works closely with the BOD members and on other duties as requested by the BOD.