**BOARD SECRETARY | JOB DESCRIPTION**

**Purpose:**

The secretary’s main responsibility is to maintain all board records and ensure their accuracy and safety. Document retention is maintained at the SSG office.

**Responsibilities:**

1. Attend all board meetings.
2. Ensure the notes of each meeting are captured.
3. Ensure records of the board are appropriately maintained at SSG office.
4. Review board meeting minutes for accuracy.
5. Assume the duties of president in the absence of the board president and vice president.
6. When necessary, obtain information from records and minutes to help board members in the decision-making process.

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_