Virginia Chapter of the Sierra Club

Job Description

Secretary

Purpose of Position

The secretary has overall responsibility for maintaining records of the actions of the Executive Committee in its bi-monthly meetings, and for ensuring that those records are filed and maintained in or by the Chapter Office. The secretary serves the quasi-legal role of advising the chapter or group of policies, procedures and responsibilities established and documented in the minutes of previous meetings. The secretary helps to ensure that responsibilities, duties and tasks assigned by the Executive Committee in its bi-monthly meetings are carried out. The secretary can function best in a close working relationship with the chair, including advising on meeting agendas and assisting with the conduct of executive committee meetings. This includes maintaining a basic familiarity with Robert’s Rules and/or other basic meeting operating procedures.

Responsibilities

Minutes:

Record the minutes in an accurate, understandable manner, reflecting the essence of discussion. Motions are recorded verbatim, and results of votes are noted exactly. The wording of complex and/or critical motions should be read back to those present before the vote to assure they are recorded correctly and reflect the intent of the maker of the motion.

Ideally, a preliminary draft of the minutes of each meeting should be sent to the chair within a week for review and correction. A revised draft should be sent to each executive committee member in advance of the next meeting, and formal approval of the previous meeting’s minutes should be an action item on each meeting’s agenda. After any additional corrections identified during the approval process are made, a correct copy should be filed, and a copy sent to the Chapter Director and to all chapter or group leaders who request them.

Bylaws:

The Secretary of the Virginia Chapter should have a firm understanding of the national and chapter bylaws. The Secretary ensures that chapter and, if appropriate, group bylaws and standing rules are updated and available electronically through Clubhouse or another appropriate central source.

The secretary provides access to electronic copies of the entity’s bylaws to executive committee members, chairs and other members upon request. Copies or electronic versions of the national and chapter bylaws should be accessible for reference during meetings of the Executive Committee.

The secretary updates the Standing Rules of the Chapter Executive Committee and provides makes sure they are accessible to the committee members as needed.

The secretary provides new members of the Executive Committee with a copy of, or access to, the Standing Rules and Bylaws to facilitate their orientation to the work of the committee.

Correspondence:

Correspond with national and local Sierra Club offices and other organizations as directed by the chair and the executive committee, work with the chair to maintain current lists of executive committee and committee leaders.
Have access to information on the process for obtaining approval to use Sierra Club name and logo on products of any kind, advise others who are proposing to develop logo items, and ensure that approval is requested in a timely way before production is started.

Record incoming correspondence in the minutes of the Executive Committee, and record any action taken in response by the Executive Committee and its officers.

**Records:**
The Secretary maintains, or has access to, a permanent electronic file of bylaws, minutes, standing rules, policy resolutions, chapter or group papers, reports and correspondence, and passes access and/or electronic copies of the files on to the next secretary.

The secretary should maintain an updated record of, or have a general understanding of, the procedures for storage and preservation of Chapter records and documents and how to access them, including access to electronic storage capabilities utilized by the club, the chapter and its various entities.

Before leaving office, the secretary will train a replacement.

*Rev. August 2014*