



MN Chapter of NIGP Job Descriptions

Secretary

Responsibilities:

The Secretary shall record the minutes of all Chapter meetings and Board meetings, publish them in the Chapter newsletter and distribute them at meetings.

Term:

Two years. (*Elected opposite years from Treasurer*)

Job Duties:

Ensures that the website domain is registered every five years (*website domain name last registered in January 2018*). Creates attendance certificates for each attendee.

The Secretary shall record the minutes for all Chapter meetings. Duties include:

- Records members present or excused
- Documents when meeting was called to order, date and location
- Writes the minutes during each meeting. Minutes shall include all reports submitted by Secretary, Treasurer and all Committee Chairs, other items of business discussed. Minutes shall also include information on all motions made and 2nd, who made the motion and 2nd, results of vote or action
- Types minutes into Chapter meeting minutes format, including all information as listed above
- Has Chapter President or designee review the draft minutes for corrections
- Publishes minutes in the Chapter newsletter
- Submits minutes at the next Chapter meeting for approval by the membership
- Makes any necessary approved changes to the minutes
- Files minutes

The Secretary shall record the minutes for all Board meetings. Duties include:

- Records members present or excused
- Documents when meeting was called to order, date and location
- Writes the minutes during each meeting. Minutes shall include all reports submitted by Secretary, Treasurer and all Committee Chairs, other items of business discussed. Minutes shall also include information on all motions made and 2nd, who made the motion and 2nd, results of vote or action
- Types minutes into Board meeting minutes format, including all information as listed above
- Has Chapter President or designee review the draft minutes for corrections
- Submits draft minutes to Board Members through email for review
- Makes any necessary changes to the minutes, then submits final minutes to Board for a vote
- Publishes minutes in the Chapter newsletter
- Documents results of the vote on the minutes to the Board at their next meeting