**Job Description**

**San Antonio Branch Secretary**

**American Association of University Women**

**(AAUW)**

**Position Summary: The Branch Secretary is responsible for the records of all board actions, including the taking of minutes of meetings of the branch board of directors (BOD), Executive Committee, monthly membership meetings, and all related business meetings. The secretary is a voting member of the BOD. Minutes must be available to the members. The Secretary will prepare correspondence for the branch, as directed by the President and/or the BOD.**

**Responsibilities: The responsibilities of the Branch Secretary include:**

* **Attendance at branch BOD meetings, Executive Committee meetings, and the meetings of the membership.**
* **Maintenance of branch official records and minutes of the proceedings of all BOD, Executive Committee, membership, and all related branch business meetings.**
* **Creation of draft minutes and coordination of those draft minutes with BOD members, incorporating comments and changes, as appropriate, and presentation to the branch President for final approval. The approved membership meeting minutes will be distributed to the members.**
* **Maintenance of historical files for all minutes and related documents.**
* **Working with BOD members, general membership, and other AAUW members**

 **to ensure that AAUW’s bylaws and policies are maintained in permanent and accessible files, including reviews and updates, as appropriate.**

* **Assistance in such matters as may be delegated by the President or BOD.**

**Leadership Skills: Knowledge of AAUW procedures and Bylaws and how they apply to the business of AAUW meetings.**

**Time Commitment: Attending AAUW BOD meetings, Executive Committee meetings, and branch membership meetings, and drafting, coordinating, and finalizing the record of proceedings from these meetings for official records of the branch.**