

Secretary

Specific Responsibilities

- Promotes the Financial Planning Association and Chapter mission and purpose.
- Attend monthly board meetings, chapter meetings and chapter activities.
- Take diligent meeting minutes during each board meeting and put minutes in DropBox.
- Keep attendance at each board meeting.
- Record all votes and notions during the board meetings.
- Participate in voting amongst the board.
- Edit or alter notes based on feedback of the board.
- Provide historical context from previous meeting minutes as needed during meetings.
- Stand in for Chapter Executive should she have to miss a Lunch Meeting
- Serves on the Compensation Committee to determine the Chapter Executive's Salary and Bonus.

Chapter Executive duties as related to Secretary:

- Review notes in Dropbox immediately following meeting and make edits
- Circulate meeting notes after meeting so that all board members and those not present can review
- Circulate previous month's meeting notes before upcoming board meeting for the board's review

Updated 2/22