

SECRETARY

The Secretary maintains the official records of the Corporation, including, without limitation, minutes of the meetings of the Board of Directors. The Secretary shall have competent knowledge of Roberts Rules of Order and shall assist in the proper conduct of meetings of the Board and any Membership meetings. Responsibilities include:

- Serve as an officer of CREW Nashville and Board of Directors.
- Keep a record of the attendance, proceedings and votes of all monthly Board meetings.
- Prepare the minutes of the monthly Board meetings and send to President for review within ten (10) business days for the Board Report.
- Update Policies and Procedures Manual and upload approved revisions to CREW electronic filing system.
- Distribute ballots for Board of Director nominations to membership, and record votes. Report final tally to Board of Directors and upload ballots/results to CREW electronic filing system in a timely manner.
- Assist the Board of Directors as required during monthly Board meetings for compliance with Bylaws, formation of motions, procedures and voting.
- Upload approved minutes in a timely manner to CREW electronic filing system
- Attend scheduled chapter events, and act as a greeter at events, when assigned.
- Attend any Member Retreat and/or Board Retreat.
- Additional responsibilities as included in CREW Network playbooks.