

## Secretary Responsibilities according to MOAA

The secretary's responsibilities are:	NWFMOA Actions		
	When	Frequency	How
provide members with timely written notification of all annual, regular, and special chapter meetings, generally by means of a chapter newsletter (Typically, it is not advisable for the secretary to also serve as editor of the chapter newsletter.); <b>Good point</b>	2 weeks prior to meeting	Monthly	Mailchimp
maintain a record of all proceedings at chapter meetings;	After meeting	Monthly	Website and email
provide board members with timely written notification of all meetings of the board of directors;	After meeting	Monthly	email
maintain a record of all proceedings at board meetings;	After meeting	Monthly	On computer
process membership applications and resignations;	When received	As required	computer
maintain or oversee the maintenance of chapter membership records and ensure a list of chapter members is sent to national MOAA's Council and Chapter Affairs Department at least once a year;	When received	As required	on MOAA and FCoC Websites
prepare required correspondence;	As required	As required	various
maintain a chapter's correspondence files;	When received	As required	On computer
prepare reports and returns as required by law;	Mostly done by Treasurer	As required	On computer
maintain and safeguard all important records and legal documents, and ensure they are passed on to a successor;	When received	As required	On computer
perform other duties that are commensurate with the office or as might be assigned by the board of directors or the president;	As required	As required	As required
ensure updated chapter officer information is furnished to national MOAA's Council and Chapter Affairs Department as soon as possible following leadership changes by submitting a Council/Chapter Officer Form;	December	Once/year or as required	MOAA website
maintain and safeguard valuable equipment (such as U.S. and chapter flags) belonging to the chapter; and	Done by Dave Parisot	As required	Keep in storage
perform other duties as are necessarily incident to the office of the secretary, such as:			
sending draft/final minutes of monthly meetings to the board of directors/all members;	Monthly	Monthly	email or Mailchimp
coordinating with the membership chair and roster contact on changes to the membership roster;	As required	As required	MOAA and FCoC
checking the chapter's PO box weekly;	Done by Treasurer	Weekly	Key with Treasurer
handling all administrative tasks at meetings (sign-ins, name tags, etcetera); and	Prior to board meeting	Monthly	Send agenda to President
managing raffles and door-prize drawings at monthly meetings.	At meeting	Monthly	Dave Parisot 50/50

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