

## Secretary

1. Refers to Board of Directors guidelines
2. Becomes familiar with the [AAUW National](#), [AAUW-NYS](#) and our [AAUW-Schenectady](#) websites
3. Records the business of the Branch at all Board Meetings and General Meetings when business is conducted (at the Dec. luncheon and May dinner)
4. Arranges for a substitute if unable to attend a meeting.
5. Emails the minutes to the board members for review, prior to the next board meeting.
6. Corrections and approval of the minutes are done at the board meeting.
7. Stores the minutes of the Board meetings and gives a copy to the historian for filing
8. Maintains a file of minutes to refer to if a question arises.
9. Turns over all records, both past and current, at the request of State or Association
10. Maintains a copy of the branch bylaws, a list of officers, task force and committee chairs and members, and minutes at all meetings.
11. Prepares and files current year's minutes and an annual summary of policy-setting actions adopted during the year; copies of motions should be available for Board members to update their handbooks
12. Prepares final end-of-year report to be given to the President by June 1<sup>st</sup> and shares it and appropriate materials, records, and guidelines with successor