

Dailard School Foundation

Job Title	Secretary
GENERAL DESCRIPTION	
The secretary is the recording officer of the DSF and the custodian of its records, except those specifically assigned to other positions (e.g. Treasurer retains financial records).	
SPECIFIC POSITION DUTIES	
<ul style="list-style-type: none">- To keep a record (minutes) of all business transacted at each meeting. Minutes should contain a record of motions voted upon by the group. (Personal opinion and discussion are not included.)- Prepare the minutes in the designated format and distribute minutes electronically to the Board within one week of the meeting.- Prepare a list of action items including their respective deadline and responsible party.- Prepares a list of unfinished business items for the president and assist with preparation of the next meeting agenda, if requested.- Have on hand for reference at each meeting a copy of the bylaws, copies of agendas and up to date roster of all Board members and committee chairs.- Be responsible for all records, documents and papers. Serve as a clearinghouse for DSF documents to ensure an institutional knowledge is captured.- Be responsible for the DSF master calendar and roster.	
BOARD MEMBER RESPONSIBILITIES	
<ul style="list-style-type: none">- Attend DSF Board Meetings and General Meetings.- Be an enthusiastic supporter of all activities and projects of the DSF.- Be an ambassador of the DSF, saying positive things about activities and explaining the DSF to parents who may not understand the purpose of the organization.- Encourage parents to become active participants.- Be host/hostess at any DSF function, making sure everyone is comfortable and feels welcome.- Be willing to assist with other tasks as needed.	
POSITION TERM	2 Academic Years
TIME COMMITMENT	Medium