

FRIENDS OF THE DAVIS PUBLIC LIBRARY

JOB DESCRIPTION May 2017

TITLE: Secretary

TERM: Elected for 1 term annually

DUTIES:

- Roster
 - Maintain current roster and email group of elected and appointed Board members and Library Staff
 - Attach the current year Roster to each set of minutes, as well as the Librarian's Report

- Agenda
 - 2 weeks before each Board meeting, send a request to the Board/Library staff email list requesting items for the agenda
 - 1 week before the Board meeting, send out the agenda

- Minutes
 - Using the agenda, record proceedings of meeting.
 - Mandatory: note Action Items (votes
 - Note members who moved and seconded and item and the resulting votes (if not unanimous, list the results
 - Email completed minutes to the Board and appropriate Library staff members
 - Print a hard copy of the minutes and file in a folder by year

- Attend all board meetings and take minutes

- Serve on the Executive Committee

- Other duties as designated by the elected officers