

Secretary Responsibilities Policy

The purpose of this policy is to outline the responsibilities and expectations for the Secretary of Best S.T.E.P. Forward to ensure effective communication, documentation, and organizational support within the organization.

1.Meeting Coordination and Documentation:

1.1 Prepare and distribute meeting agendas and materials in collaboration with the Board President or Executive Director.

1.2 Record accurate and comprehensive minutes of all meetings and ensure they are approved and stored securely.

2. Secretary Meetings and Records:

2.1 Attend all Board meetings and Secretary-specific meetings as required.

2.2 Maintain accurate records of meeting minutes, resolutions, and official correspondence.

3. Procedure: Submission of Secretary Meeting Notes

3.1 Immediately after the conclusion of a secretary-related meeting, the secretary is responsible for compiling detailed meeting notes.

3.2 Meeting notes should include key discussion points, decisions made, action items assigned, and any other relevant information.

3.3 The meeting notes must be submitted electronically to the designated recipient(s) within 24 hours of the meeting's adjournment.

3.4 In case of extenuating circumstances that prevent timely submission, the secretary must notify the designated recipient(s) and provide an estimated time for submission.

3.5 The designated recipient(s) will acknowledge receipt of the meeting notes upon submission.

4. Failure to Comply:

Failure to comply with this policy will result in disciplinary action as outlined in the organization's policies and procedures.