

MATLACHA HOOKERS SECRETARY PROCEDURES

1. BEFORE BOARD MEETINGS

- Agenda: After reviewing the last board meeting minutes and last general meeting minutes, you should email a preliminary board agenda to the Madam. The Madam will make any additions or corrections to the agenda and email it back to you. Upon receipt, this can be emailed out to all board members and sent to the Webmistress for posting on the Website.
- Financials – The Treasurer should send you the financials to be reported at the board meeting. You should include these reports with the agenda and minutes.
- Collect mail from Board member assigned to pick up mail at the post office. Read to Board members any thank you notes received in the mail.

2. AFTER BOARD MEETINGS

- Write up the minutes using Google Docs and email to Madam for any corrections and additions. Once the minutes have been reviewed, email the minutes to the board members for any corrections or additions needed, review, motion to approve and approvals. If there have been any motions/decisions in the past month via email these will need to be included in the minutes and designated as such.
- Upon response from all board members, other changes are needed, send the Financials and Minutes to the Webmistress for posting.
- Track all motions and approvals made by email in the email folder.

3. BEFORE GENERAL MEETINGS

- Prepare preliminary agenda (after reviewing the last month's Board minutes) and email to the Madam for review. She will make corrections/additions and email back to you. Send to Webmistress for posting on Website and board members.
- Financials –Posted on the website for review by members prior to General Meeting
- During the General Meeting, read any Thank you mail received.

4. AFTER GENERAL MEETING

- Write up the minutes and email to Madam for their review and any corrections/additions.
- Email finalized minutes to Board members for additions or corrections needed and review, motion to approve and approvals.
- When there is a majority vote to approve the minutes. Send to Webmistress to post on

the website.

5. OTHER DUTIES

- Check matlachahookers@matlachahookers.com emails. Forward emails to the Madam who will forward them to appropriate board members. Emails should be checked 4-5 times a week.
- Check group text messages daily.
- Respond to emails and text messages within two days.
- All other responsibilities should be transferred to Vice-Madam, Treasurer, or other board member.
- In Google Drive, the secretary is to keep track of board members attendance to board meetings.
- The secretary is to send Thank You cards or emails to individuals or groups that have donated to a cause or fundraiser.