

**Spokane Watercolor Society (SWS)
Secretary's Responsibilities (Job Description)**

Responsibilities include but are not limited to the following

- Support the mission**
- Help with setting the goals for the organization**
- Uphold and enforce standards, rules and procedures**
- Maintain a general understanding of Federal and Washington State nonprofit law associated with the position of secretary**
 - Ensure reporting requirements are met**
 - Follow Robert's Rules of Order as a source document for all meetings**
 - Coordinate & Publish meeting minutes within a week of the meeting**
 - When unable to attend a meeting find a person to record and publish the minutes of that meeting**

Attend bank meetings when there is a change of signatory related to a change in position of the president or treasurer. The secretary's signature and minutes are required by the bank

Present a review of programs at the annual business meeting.

Maintaining a library sufficient for the Operation of SWS including:

- Articles of Incorporation**
- Bylaws**
- Rules and Procedures Information**
- Institutional memory master sheet of:**
 - Passwords**
 - Log-in information**
 - Security question answers**
 - Uniform Resource Locators (URL)**
 - Email addresses.**
- Legal documents**
- Contracts and agreements**
- Maintain a file of minutes from past meeting and make them available to the organization when necessary**

Construct contracts and any required revisions to the SWS documents, Bylaws, Rules and Procedures, etc.