



PTCREW

PIEDMONT TRIAD COMMERCIAL REAL ESTATE WOMEN
A chapter of CREW NETWORK®

SECRETARY RESPONSIBILITIES

(August 18, 2015)

Goal

To serve at the pleasure of the Board of Directors in capacity of Secretary

Tasks

- 1) Record monthly Board of Director meeting minutes and issue within one week after the meeting when possible
- 2) Revise and re-issue minutes based on comments by the Board of Directors
- 3) Submit minutes to President to be included in Consent Agenda (President will upload Consent Agenda including the minutes to Dropbox)
- 4) Check email account regularly and forward emails to the appropriate person
- 5) Keep Log In (username and password) information, along with the President, for Constant Contact, Email, Dropbox and Website

Timeframe

- Assisting previous year Secretary for November and December
- January through October of the following year