

JOB DESCRIPTION: OTYC Secretary

Adopted: April, 2019

Reviewed: April, 2019

General Function: The Secretary has custody of the Club's records and correspondence, keeps a record of the minutes of the meetings of the Members and the Board and furnishes copies of minutes of these meetings to the Members and the Board of Directors.

Essential Duties:

1. **Know the Bylaws.**
2. **Responsible for of all of the Club Records:**
 - A. Make sure the Bi-Annual Omena Traverse Breezes are scanned by Breeze editor and sent to the webmaster@OTYC.club for posting.
 - B. Maintain several paper copies of the Breeze for file.
 - C. Maintain a paper file of all correspondence along with an external digital copy.
 - D. Maintain a paper file of all Board Meeting minutes along with an external digital copy. Keep Minutes from Executive Sessions separate from the Board Meeting Minutes.
 - E. Maintain the OTYC files in the file cabinets in the storage room of the clubhouse. Two cabinets are fire proof, so the most important documents should be stored in them.
3. **Record and maintain the minutes of meetings of the Members and the Board. Furnish copies of these minutes to the Board of Directors:**
 - A. Regular Board Meetings:
 - i. Before the next Meeting
 1. Immediately following a Board meeting, send a meeting invitation to Board members of the date and time of the next meeting along with the call in # and passcode via email and Google Calendar. Use Freeconference call.com to receive a call-in # and passcode.
 2. Send the prior meeting minutes to the Commodore for review (as soon as completed - don't wait until next meeting).

3. Review prior meeting minutes to develop a proposed agenda for the upcoming meeting. Share the agenda with the Commodore for his/her input.
 4. Follow up with Board Members before the upcoming meeting to ensure action items have been completed as agreed upon.
 5. Accumulate and review in advance all of the documents from various Board Members to be discussed at the meeting
 6. One week before the meeting, send the agenda, prior meeting minutes and pertinent documents to the Board Members, again reminding them of the date, time, call-in # and passcode.
- ii. During the meeting
1. Take meeting minutes.
 2. Differentiate between minutes of the Board Meeting and minutes of an Executive Session, if called for. The Board has to vote to go into Executive Session.
- iii. After the meeting
1. Send approved regular minutes of the prior meeting to webmaster@OTYC.club for posting to the OTYC Website - never include call-in #, passcode or Executive Session minutes on the Meeting Minutes.
 2. Send the date and time of the next OTYC Board Meeting for posting on the calendar to webmaster@OTYC.club .
 3. Minutes should remain on the website for 1 year. If at any time a member would like to see past minutes, we usually provide them. The Board has a right to ask the purpose of the inquiry, but transparency is the best policy.
 4. Send draft of the Board Minutes (and Executive Session) to the Commodore for review, and possibly to the Treasurer, if financials are discussed. Once any comments and corrections are received, distribute the updated draft to Board members for their review. If further corrections are needed, make them and distribute with explanatory note prior to next Board meeting

so the most current and correct version is what is voted upon. The Minutes of the Board Meeting and of the Executive Session are voted upon separately for approval.

B. Annual Meeting

i. Prior to the meeting:

1. Create a proxy for any By-law changes, election of new Board Members, etc. that need to be voted on at the Annual Meeting by members who anticipate being unable to attend.
2. Have OTYC Counsel (Tom Oehmke) review the proxy prior to sending it to the Breeze editor to make sure it conforms.
3. Request completed proxies be sent to the Secretary or given to someone who is attending the meeting.
4. Have the Commodore ask the Parliamentarians (Tom Oehmke and Joan Brovins) to tally votes and serve as Parliamentarian for the Annual Meeting. The request is usually made in May.
5. Announce the Annual Meeting in the Spring Breeze and include a copy of the proxy in the Breeze. This is easiest as a one page insert in the Breeze. The Bylaws require that notice of the Annual Meeting be provided to members in the May Breeze or at least 30 days in advance of the Annual Meeting. Provide this information to the Breeze editor before the cutoff date for submission of items for the Breeze.
6. Ask Commodore to request Committee Chair Reports and Board Member Reports to be sent to the Secretary electronically prior to the Annual Meeting (preferably one week beforehand so you can familiarize yourself with the content) - Reports should be received from:
 - a. Commodore
 - b. Social
 - c. Building

- d. Grounds
 - e. Waterfront
 - f. Membership
 - g. Youth Program
 - h. OTYC Breeze
 - i. Scuttlebutt
 - j. Nominating
 - k. Website
 - l. Logo wear
 - m. Treasurer
- 7. Collaborate with the Commodore and Board Members on the Agenda for the Annual Meeting. Review past Annual Meeting Minutes to identify any outstanding issues that might arise.
 - 8. Have a planning meeting with the Officers prior to the Board meeting in June.
 - 9. Try to include the Agenda in the May Breeze, if feasible. If not, have the Scuttlebutt send out a copy of the agenda.
 - 10. Make enough copies of the following to be distributed at the Annual Meeting:
 - a. Agenda
 - b. Prior Year's minutes (double-sided) - won't need too many
 - c. Treasurer's report for prior calendar year and Projection for current year (double-sided)
 - d. Any proposed Bylaw Amendment (double-sided) and Board's position on proposed change(s)
 - e. Extra proxies
 - 11. Create and bring a Registration Sheet to the Meeting. Have each attending member sign in so their name is legible (i.e. print). Designate 2 Board Members to man the table and make sure

everyone signs in. Collect any proxies brought by members.

12. Distribute all proxies received in advance and on site to the Parliamentarian and official vote counter (Tom Oehmke and Joan Brovins)

ii. During the meeting:

1. Take notes. If something is unclear, ask for clarification. (It is ok to record the meeting for future reference but sound quality won't be great.)
2. Ensure proper protocol is followed for all actions, especially those requiring a vote. Make sure all agenda items are addressed during the meeting.

iii. After the Meeting:

1. Distribute a draft of minutes to the Board for their review and input.
2. After the approval of the Board of the draft, submit the draft Annual Meeting minutes to the Breeze Editor by November 1st for inclusion in the Winter Breeze. Integrate all of the Committee Reports in the draft of the minutes.
3. Distribute Board approved draft of Annual Meeting minutes to webmaster@OTYC.club for posting on OTYC.club. Note the draft minutes of the Annual Meeting will be submitted to the membership for approval at next year's Annual Meeting.

4. Miscellaneous:

- A. Following the election of officers for the following year, update the listing of newly elected Officers and post at the Club and send to webmaster@OTYC.club for posting on the OTYC Website.
- B. Also update the listing of Committee Chairs for following year and post at end of season.
- C. Get newly-elected Commodore's photo to frame, label and post in the Club. (Maxwell Medals in Traverse City makes the labels. See other labels for examples. Kathy Bowen is our contact. Maxwell also makes the OTYC name badges, too.)
- D. Make sure the Board Members know when the Breeze information is due to the Breeze editor.
- E. Ensure compliance with the Bylaws on all matters.

- F. Respond to members' inquiries regarding all issues.
- G. When your term is up, transfer your knowledge and files to next Secretary.

Anticipated Budget Needs: \$100.00 for copies of documents.

Contractors used to assist the Chairperson: Business Helper to copy documents for the Annual Meeting, etc.

Other Information that might be helpful: Summary of OTYC Target Dates and Duties attached.