



## **GWINETT MASTER GARDNERS ASSOCIATION OFFICER RESPONSIBILITIES AND PROCEDURES**

**Officer:** **Secretary**

**Purpose:** Document official proceedings of GCMGA.

**Responsibilities:**

1. Serve as member of the Executive Committee (EC) to conduct the business of the GCMGA in the intervals between scheduled meetings of the Board.
2. Participate in the preparation of a proposed budget for approval by the Board at the January Board meeting.
3. General Membership Meetings:
  - a. Record minutes of meetings
  - b. Distribute draft to EC requesting edits
  - c. Redistribute revised minutes to the EC
  - d. Provide meeting minutes to webmaster for posting in the Members Only Section of the GCMGA website.
4. General Board Meetings:
  - a. Record minutes of meetings
  - b. Distribute draft to EC requesting edits
  - c. Redistribute revised minutes to the Board
  - d. Provide meeting minutes to webmaster for posting in the Members Only Section of the GCMGA website.
5. Executive Committee Meetings:
  - a. Record notes of EC Meetings
  - b. Distribute draft to EC requesting edits
  - c. Redistribute revised notes to EC
  - d. Maintain record of meeting notes
6. Coordinate with EC on annual survey content, publish survey, and analyze results with EC.
7. Serve as liaison to selected committees.
8. At the end of term, provide documents to incoming Secretary.
9. Other duties as assigned.

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Amended: