

**The Polish Genealogy Society of Minnesota (PGS-MN)
Secretary - Job Description**

The Secretary is the recorder for PGS-MN and ensures that all records for the organization are maintained and kept secure. The Secretary serves in an elected position and the term of office is two years.

Interests/Skills/Talents:

- Member in good standing of the PGS-MN
- Familiar with techniques for recording minutes and keeping records
- Ability to organize information in a clear and concise manner
- Word processing skills

Responsibilities:

1. Attend Board of Director meetings as a voting member.
2. Record clear and accurate minutes of Annual and Board of Director meetings.
3. Send previous meeting minutes to Board members at least one week prior to Board meetings.
4. Ensure that minutes from all meetings are maintained and archived properly.
5. Maintain record of number of hours spent on PGS-MN officer business each year.

September 2021