

The Polish Genealogical Society of Minnesota (PGS-MN)
Secretary - Job Description
December 2025

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 meeting minutes to Board members within two weeks after a Board meeting, including Action Items and who they are assigned to. Resend the previous meeting minutes at least one week prior to the next Board meeting.
4. Ensure that minutes and all associated documents from all meetings are maintained and archived properly. Minutes are to be filed in the Secretary folder on Google drive and reports in the appropriate folders, posted on the website, and filed in a binder to be housed at the Hoffman Library at the Minnesota Genealogical Society.
5. Maintain the PGS-MN Calendar in Excel format.
6. Check the PGS-MN email account weekly. Reply to messages or forward them to the appropriate parties as needed. File message in appropriate folder or delete them.
7. Maintain record of number of hours spent on PGS-MN officer business each year.