

Official Title: MVA Recording Secretary

Reports to: MVA President

Term: One year (calendar year)

Budget Responsibility: None

Secretary Job Description:

The Recording Secretary creates and maintains the official MVA records, including Board of Directors Minutes, Staff Meeting Notes, Database, Active Members list, and Bylaw revisions.

The Secretary shall:

Meetings

- Attend all meetings of the MVA Board of Directors and Officers/Staff meetings. Record all proceedings of such meetings in the Minutes Notebook maintained by the Secretary.
- Maintain a current member contact list of Board and Staff members.
- Use standard template for each report (available on Secretary's laptop.)
- Once minutes/notes are transcribed, submit by email to Chairman of the Board for Board Minutes and President for the Officers/Staff notes. Once approved by them, send out to all members of each group by email at least one (1) week prior to the next scheduled meeting.
- Any corrections or additions to these minutes will be discussed at the next meeting and approved changes recorded.

Reservations

- Monitor the Recording Secretary's email account (secretary@minnregs.com) for monthly social and luncheon reservations. Upon receiving the RSVP email, verify dues-paid membership in the database. For non-members, send an email reminding them to bring their dues payment to the event. For new members, add them to your RSVP master list. You will know they are a new member either because they filled out an application and made dues payment at a previous event, or by

them going online to the MVA website and completing the application and submitting payment thru that system. You will receive an email to the Recording Secretary's email account of their application and at the bottom it will show that they paid the appropriate dues.

- In the case of guests, the Recording Secretary will ensure that the appropriate guest fee has been paid at the time of the event, either by the guest or the person who invited the guest.
- Once a final count is set for the monthly social, at least one day prior to the event, the Recording Secretary will communicate with the Vice President the number of official reservations for the event.
- For the monthly luncheons, the Recording Secretary will communicate with the Event Planner approx. one week before the event with a preliminary count. Then provide the final count no later than the Sunday prior to the event, this will be the number of official reservations.
- Create sign-in sheets containing all reservations for each monthly social and monthly luncheon. Examples of these sign-in sheets can be found on the Secretary's laptop. The Recording Secretary will staff the sign-in table to ensure an orderly sign-in process. If someone arrives who did not RSVP, have them sign the blank sign-in sheet so they can be counted. This form is also located on the Recording Secretary's laptop.

Member Applications

- The Recording Secretary will receive applications either by email or in person at events. Once the MVA membership application(s) are received, they are to be entered into the official member database located on the Recording Secretary's laptop.
- It is the responsibility of the Recording Secretary to keep this database up-to-date as membership changes.

Dues Payments

The Recording Secretary may receive cash or checks at an event for either dues or guest fees. Then an income form must be generated and provided to the MVA Treasurer. The form can be found on the Secretary's laptop.

Name Tags

All new members will need an official MVA name badge. New member names should be submitted to the President for these badges to be created. Completed name tags will be distributed at the next MVA member event.

Perform such other duties as may, from time to time, be prescribed by the President.