**Chapter Secretary**

The secretary position has wide-ranging responsibilities, requiring much more than simply being

present at all board meetings.

This document is a template or a starting point, to communicate the role of a chapter secretary to effectively recruit and welcome new leaders to help your board thrive. Customizing this position description to meet your board’s goals and objectives will help ensure that everyone is aware of policies, responsibilities and expectations which bolsters recruitment efforts, maximizes the new leader experience and increases the team’s success.

**Position Specific Recruitment**

Position success is directly related to finding the right person for the opportunity. The recruitment process is an integral part of that success. Forethought and on-going leadership succession are important facets of a successful recruitment strategy.

Recruiting the right talent at the right place and at the right time, takes time and effort but more importantly, it takes planning. Ideally your board has a [leadership succession plan](https://vimeo.com/272450657) and is building potential leaders as an on-going practice. Recruitment efforts can be facilitated through a committee or an identified individual. Regardless of structure, it is important to be aware of potential leaders to identify planned involvement opportunities.

To generate a pool of qualified people, one must know what they are ideally seeking in a candidate. Reviewing the [TU Leadership Manual (Chapter 4)](https://www.tu.org/sites/default/files/TU_Leadership_Manual_June_2017.pdf) is a great place to start to better understand the facets that make a good candidate.

When looking to fill this position, you might consider the following characteristics:

* Commitment and interest
* Ability to attend meetings
* Clear, friendly and professional written communication skills
* Organized with an eye for detail to be prompt, manage timelines, etc.
* Interest and ability to work as a team
* Previous experience with knowledge of board procedures and/or willing to learn
* Support of the TU conservation mission

**Welcoming New Leaders**

Welcoming a new leader is another critical piece that will increase the success rate of your new board member. Introducing the new leader, showing appreciation for their service and communicating position expectations goes a long way in setting the person up for success. Some tactics to consider:

* *Welcome Packet:* Put together a packet of important resources to show organization, effectiveness and that you are vested in their success. Consider including: position description, [TU Leadership Manual](https://www.tu.org/sites/default/files/TU_Leadership_Manual_June_2017.pdf), board contact information, strategic plan, annual report and other items that might be of interest to them
* *Check-In:* Schedule meetings with the new leader to allow you both to ask questions and/or better understand any concerns. These meetings can be on the phone or in person
* *Mentorship:* Connect new leaders with experienced board members to ask questions and share feedback

**Chapter Secretary**

The board secretary performs a variety of tasks aimed at managing the records and administrative

functions of the team.

The secretary position has wide-ranging responsibilities, requiring much more than simply being present at all board meetings. He or she is an active conduit for communication to members and other stakeholders by giving proper notice of upcoming meetings and timely distribution of materials such as agendas and meeting minutes. Additionally, the secretary should be knowledgeable of the organization’s records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to state laws, etc. that will assist the board in fulfilling their fiduciary duties.

**Key Responsibilities**

The chapter secretary must be a current Trout Unlimited member who will ensure that the following responsibilities are completed (directly or by delegation):

* Attend board meetings in order to prepare and distribute the meeting minutes of the chapter
  + The primary task of the secretary is to record and maintain the minutes of each board meeting. Meeting minutes are detail reports that highlight the predetermined agenda as well as what actually took place (date, time, attendees), determination of vote eligibility (was there a quorum or not), decision making process (vote tally), action items for individuals, etc.
  + After each meeting, send the minutes to the attendees to solicit edits and confirm their accuracy before making them available to members. Your board may have additional actions to be taken with meeting minutes (e.g. upload to website)
  + Distribute the upcoming agenda with previous meeting minutes in a timely manner so that meeting attendees can review and prepare for the upcoming meeting
* Retain records and keep the board abreast of upcoming dates to update records, elections, etc. These documents may include:
  + Board and committee rosters
  + Bylaws & revisions (which can be stored in the Leaders Only Section of www.tu.org)
  + [Strategic Plan](https://www.tu.org/get-involved/volunteer/tackle-box/business-practices/strategic-planning-resources) (which can be stored in the Leaders Only Section of www.tu.org)
  + Agendas and minutes
* Assist in the communication and correspondence of the board to members and the general public
* If your chapter is large enough to file a [Form 990](https://www.irs.gov/forms-pubs/about-form-990), ensure that you have the proper controls in place (conflict of interest form, document retention form, whistle blower policy) and that the board reviews the Form 990
* Assist with board member recruitment, especially identifying potential successors
* Assume responsibilities of the president in the absence of the president and vice president

**Elected By/ Reports To**Board of Directors/Board Chairperson

**Term Length**Per by-laws

Time Commitment   
Monthly meetings; additional time required for committee work and other board commitments.

**Budget Support**Limited

**Task Calendar**January

* Circulate board meeting agenda with previous meeting minutes
* Prepare for February IRS filing deadline with Treasurer
* Review important documents to keep chapter compliant (bylways, [TU’s risk management and insurance limitations](http://www.tu.org/riskmanagement))
* Communicate notices with members and the general public

February

* Circulate board meeting agenda with previous meeting minutes
* Collect and store legacy documents for committee members (online archive of minutes, position instructions, etc)
* Ensure donations to your chapter are properly acknowledged
* Review position documents and update as needed (legacy documents)
* Communicate notices with members and the general public

March-August

* Circulate board meeting agenda with previous meeting minutes
* Communicate notices with members and the general public

September

* Circulate board meeting agenda with previous meeting minutes
* Collect and store legacy documents for committee members (online archive)
* Communicate notices with members and the general public
* Prepare for filling the Annual Financial Report with Treasurer

October

* Circulate board meeting agenda with previous meeting minutes
* Communicate notices with members and the general public

November

* Update Leaders Only Tools section’s online leadership roster
* Circulate board meeting agenda with previous meeting minutes and election nominees
* Communicate notices with members and the general public
* Collect and store legacy documents for committee members (online archive)
* Confirm the filing of Annual Financial Report by deadline

December

* Circulate board meeting agenda with previous meeting minutes
* Communicate notices with members and the general public