



BLUEGRASS MUSIC ASSOCIATION OF MAINE VOLUNTEER POSITION DESCRIPTION

Secretary – Officer Position

Reports to Chairperson of the Board of Directors

The Bluegrass Music Association of Maine is a 501 (c)(3) non-profit organization whose purpose is to preserve, promote, and maintain the integrity and roots of the great acoustic string band music called BLUEGRASS here in the state of Maine. This purpose will be accomplished through teaching, sharing, playing, mentoring, and preserving our history.

The volunteer officer position of Secretary plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records. BMAM's bylaws set the duties of the secretary; however, duties may change from time to time as may be assigned by the Board.

The Secretary interfaces with the Membership Coordinator, Treasurer, Board Members, and Recording Secretary as necessary.

The Secretary is responsible for:

Board Support

1. Keeping record of the meetings of the BMAM Directors and members, as taken by the Recording Secretary, and provide notice of such meetings. The Secretary will oversee the Recording Secretary by reviewing and editing the minutes of Board meeting to assure accuracy and that the minutes specify the time and place of the meetings and whether regular or special. Note that executive session discussions will be recorded separate, secure minutes that will not be open to inspection to all members. Records will be kept of the notices given thereof, the names of those present in person at such meetings, and the proceedings thereof. Note that the Chairperson provides the agenda and also reviews the minutes before distribution to the Board.
2. Sending meeting minutes and agenda far enough in advance of the meeting for each director to review such materials, correct any errors, and prepare questions and comments.
3. Set up Zoom meeting and forward link in notification to the Board prior to monthly meeting
4. Create & present the Secretary report to the Board at the monthly meeting (2nd Wednesday of month at 6:00 pm)
5. Provide support as needed by the Board & Committee chairs

Membership Coordinator Support

1. Send letters, member cards, etc. to new/renewing members. List to be provided by Membership Coordinator after each spreadsheet update.

Newsletter Editor Support

1. Email quarterly newsletter to members. The Membership Coordinator will provide a list of member email address for members that choose that delivery. The list is currently provided in Excel format and is sent out of the secretary's g-mail
2. Internal Newsletter distribution: save a copy to Google Drive Newsletter file and send a copy of the prior period newsletter to Website Manager for archiving on the website

General Admin Duties

1. Filing: paper and electronic files in organization official files, and place copies of official records in BMAM's Google Drive such as meeting minutes, officer's reports, etc.
2. Backup electronic files regularly
3. Organize information for easy access
4. Monitor email and mail sent to BMAM Secretary and process as needed
5. Working with Board members to problem solve and improve systems
6. Other duties as prescribed by the Bylaws or by the Board of Directors

Reimbursement of incidental expenses such as postage and supplies will be authorized by the Board.

All papers, minutes, documents, books, records and correspondence shall remain the property of the Association and be transferred to each newly appointed Secretary.

Skills Required:

1. Proficient in using Word, Excel Spreadsheets; as well as Email and Google Drive
2. Detail oriented
3. Understanding the needs and challenges in maintaining organization records

Initial training for this position will be provided by the person who is currently performing these duties.

Average Monthly Time:

It is anticipated that these duties will take approximately 8-10 hours a month.

Rev: 04/12/2022