

Secretary's Checklist

PRIOR TO INSTALLATION:

- Read association's bylaws.*ⁱ
- Meet with prior year's Secretary to be trained on format, storage, and communication processes (agenda templates, minute templates, email list-servs, etc.)
- High Priority: Attend The Florida Bar's Voluntary Bar Leaders Conference in July.**
- Collect the contact information of all board members and officers.
- Obtain organization's governing documents for safe-keeping during your term (bylaws, handbooks, articles of incorporation, etc.).

AFTER INSTALLATION AS SECRETARY:

MONTHLY

- Prepare a draft of the minutes as soon as possible after each meeting.
- Contact President to plan meetings and draft agendas.
- Contact all board members and officers to determine any additional agenda items, and/or reports.
- Send finalized agenda at least one (1) day prior to meeting to all officers, board members, and attendees.
- Send previous month's draft minutes at least one (1) week prior to meeting to all officers, board members, and attendees.

MEETINGS

- Ensure there is a quorum.
- Record the names of all in attendance and all absent, the time the meeting begins and is adjourned.
- Take minutes, recording key points, decisions, vote tallies and proposals.

OTHER DUTIES

- Ensuring bylaws, articles of incorporation, and other key documents are up-to date, and any board resolutions are integrated.
- Signing organizational documents as needed.
- Depending on your organization's bylaws, the Secretary may oversee the election process.

* This list is a basic list to aid voluntary bars around the state. Be sure to read your organization's bylaws as there may be additional duties specific to your position in your organization that are not outlined above.