



**JOB TITLE:** Secretary

**JOB OVERVIEW:** Issue notices of meetings, keep minutes of meetings, and have responsibility for the corporate seal.

**BENEFITS:** Will become familiar with all areas of The Symphony Guild of Charlotte, Inc. Through Board participation and taking minutes, will gain a deeper understanding of the operations of a mid-sized organization than general membership provides.

**RESPONSIBILITIES:**

- Prior to assuming the role, study The Guild's bylaws, policies and procedures, and administrative guidelines.
- Serve on and attend monthly meetings of The Guild's Board of Directors, and attend General Membership meetings.
- Send out timely notice of Board and Executive Committee meetings along with appropriate attachments such as the meeting agenda, financial reports, etc.
- For Board meetings, consult with the President about the general agenda, poll the Board beforehand to obtain items for the Consent Agenda and obtain from the Treasurer any financial reports to be presented.
- For General Membership meetings, obtain the agenda from the Vice President/Membership and check with the President and Treasurer about any other documents which will need advance distribution.
- Be aware of bylaw requirements requiring advance notice of meetings and distribution of certain materials prior to discussion and vote.
- Work with the Office/Marketing/Communications Administrator to have printed copies of documents on-hand at meetings, as needed.

- Take notes at monthly board meetings and general membership meetings. Keep attendance records. Follow up with timely minutes for the President to review, make adjustments as necessary and then e-distribute to the appropriate group, including the Office/Marketing/Communications Administrator.
- Attend, support and promote Guild functions.
- Assist the President as needed with telephoning and correspondence.
- Keep the corporate seal in a safe place and monitor its use, when needed.
- Meet with the incoming Secretary by May 31 to transfer files and provide information needed for a smooth transition.
- These represent the principal responsibilities of the position. However, there may be other duties that will be required from time to time.

**QUALIFICATIONS AND SKILLS:** Basic computer skills. Basic knowledge of The Guild's functions and structure. Accurate and detail-oriented; good transcription and writing skills; good organizational skills; mindful of deadlines.

**TRAINING, SUPPORT AND RESOURCES:** President; prior secretaries; The Symphony Guild of Charlotte's administrative documents found at:  
[symphonyguildcharlotte.org/membership/resource-guide](http://symphonyguildcharlotte.org/membership/resource-guide).