

DMOSC SECRETARY
Job Description ~ 2014-2015

General Description:

Records and distributes minutes at DMOSC meetings. Copies and distributes board reports. Maintains records of motions submitted. Maintains 3 years of historical minutes, motions, and board reports. Executes all DMOSC correspondence. Voting Member of Executive Board. Attends all board meetings and functions.

SPECIFIC TASKS:

1. The Secretary attends all Board meetings and all other regular or special meetings of the DMOSC and takes minutes at all meetings (including monthly luncheons when membership votes are taken).
2. Keeps an accurate and organized notebook with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: Board Meeting Information Sheet, Board/Luncheon Dates, DMOSC Board Roster, Monthly Calendar Duties, Job Description, DMOSC Organizational Chart, IRS Determination Letter (copies can be made of this letter when needed), all current Standing Committee Monthly Reports (including agendas, minutes, regular board reports and after action reports), Parliamentarian Procedures and Motions, Blank Motion Sheets, Constitution, By-Laws, and Polices & Procedures.
 - b. The Board Notebook holds the following information for Historical needs: Secretary After Action Reports, Board Report (Minutes), Budget Proposals (including revised budgets), Social Committees' Historical Data (attendance records for events, list of regular contacts for reoccurring events or services, samples of forms or contracts, pictures of decorations or displays) – anything that is useful to future Secretaries.
3. Submits a monthly written board report each month if needed. (Usually your report is the minutes). The board report should include an itemized mail distribution by board position and any correspondence that has been sent. The board report must include your yearly budget, any monies spent during the month, and your remaining budget.
4. Types minutes, sign, and secure President's signature for all DMOSC Board Meetings, general membership meetings, and Executive Board Meetings. (All minutes need to be signed by President and Secretary at the end of the minutes. An electronic signature is fine with President's approval) Keep the originals for your file. Make and distribute copies as follows:
 - a. One copy to DMOSC Board meeting minutes for each member of the DMOSC Board.
 - b. One copy of general membership meeting minutes and Executive Board meeting minutes for each member of the Executive Board.
 - c. One copy of DMOSC Board meeting minutes, general membership meeting minutes, and executive board meeting minutes should be posted along with a copy of the Treasurer's reports.

- d. One copy of DMOSC Board meeting minutes, general membership meeting minutes, executive board meeting minutes, social and charitable treasurer's reports, and Thrift Shop reports MUST be sent to Ms. Lindsay Sheffield, 355th SVS/SVR. She is currently the point of contact at the 355th Services Squadron for private organizations. Her phone number is 228-4372. There may be an option to email these reports to her- lindsay.sheffield@us.af.mil.
5. Collects the monthly written reports from all DMOSC board members the Monday prior to the board meeting. This can be done via email or by having Members drop a paper copy in the Secretary's folder in the DMOSC mail box at the Mirage Club or by having it hand delivered to you. **YOU ARE NOT RESPONSIBLE FOR TRACKING DOWN ALL BOARD MEMBERS' REPORTS** It is their job to get it to you for documentation purposes.
6. Arrives to the board meeting early to set up the board position name plates and to distribute the board report to each board position. You are not responsible for making copies on the day of the board meeting for those who have not submitted a board report.
7. Creates and maintains board position name plates for each board member. This is usually done on Microsoft publisher on an 8 ½ by 11 piece of paper or card stock and then folded length wise.
8. Keeps an accurate board member attendance at each board meeting. This can be done by sending around a sign in sheet at the board meetings.
9. Assists the Parliamentarian in recording accurate motions and votes. This may include helping the Parliamentarian count votes at luncheons or board meetings.
10. Keeps an accurate filing system of all board reports, minutes, motions for the board year. This is the OSC Historical notebook and will be filed away in case future boards need to refer to the minutes.
11. The Secretary is responsible for all DMOSC correspondence including Thank You notes, Get Well cards, and any other correspondence as the President assigns. This includes purchasing cards, stationary and stamps.
12. Is responsible for the OSC permanent files in the OSC Closet. This includes shredding files that are older than 3 years and adding the new files from the most current board year.
13. Submits monthly volunteer hours to the President and Vice President.
14. Submits the estimated expenditures for the year in December (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.
15. If a co-chair Secretary is present, duties can be split between Recording and Corresponding.
16. Will establish bi-weekly mail checks at DM Post Office and distribute mail into appropriate board members folders. Will maintain one DMOSC mail key at the

DM Post Office (PO Box 15280) and the President or Vice President will maintain the other key. *NOTE: During periods of heavy correspondence such as Gala and Scholarships, the Secretary may be required to check the mail daily.

17. Will not open any mail that is specifically addressed to a board member or board position. This is to protect the Secretary in case of alleged fraud or missing mail. You may open mail that is addressed to the DMOSC to determine who it goes to.
18. Will notify board members (especially Treasurer, President and Thrift Shop) when important mail is available, especially important time sensitive materials such as bank statements, bills, IRS, or 355th Wing correspondence.
19. Oversees and works with the following committees:
 - a. Publicity
 - b. Programs
 - c. Charity Auction- write Thank You notes to businesses that donated to auction, notably DM contributors.
20. If any expenses are incurred, the Secretary submits cashier receipts along with a detailed DMOSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated above in #3.
21. For historical data and continuity of information, the Secretary will also submit a separate "After Action Report" with the monthly report to only the President and Honorary President. This report details circumstances with your DMOSC business. Includes results and solutions or recommendations for an event or situation (i.e. holiday decorating of the Mirage Club, where to buy board gifts, Ways & Means fund raising, etc.), plus itemized descriptions of items purchased or received including name, address, and phone number.
22. Reviews and revises job description if necessary in December. Submits revised job description to the Parliamentarian at the January board meeting. Please note on your job description the year it was reviewed or revised.
23. Contacts the new person filling the job for next year's Board. You must set up a time to meet before the June Board meeting. Explain the procedures of your job thoroughly and turn over all books and paperwork. Attend June's Combined Board Meeting where both incoming and outgoing Board members are present. Note: President may request incoming/outgoing chairpersons to meet in small groups during June board meeting.
24. Thank you for volunteering your time and have a terrific year!

(Revised March 2015)