

## NYS Secretary Job Description

### Duties:

1. Record all meeting minutes during Board of Directors meetings including "Executive" sessions and special board meetings.
2. Record all motions made during the board meetings and include the board member making the motion, the one seconding the motion and whether the motion carries, fails or tabled.
3. Record and count all motion votes that require a "ballot" vote or a certain majority to pass
  - a. A ballot vote is one where all board members' votes are recorded by person and not only in total.
4. Distribute the meeting minutes promptly to all board members within 7 days of the meeting.
5. Any changes or discrepancies to previous minutes are recorded during the meeting that the previous meeting minutes are being voted on.
6. Items that have not been resolved during previous meetings are to be noted in each minute write-up until the board reaches a conclusion.
7. Board member attendance is to be noted each meeting and shown in the minutes. Include all non-board members present in the minutes.
8. NYS letters:
  - a. Thank you letters are to be sent out to volunteers when required and contributors to the organization, United Way, etc
9. Assist to NYS league functions
  - a. Awards Ceremony
  - b. N.I.S.T. soccer tournament
  - c. In-person registration
  - d. Etc
10. Handle any back minutes research projects as directed by the NYS President or vote of the NYS board of Directors.