

Job Description – WF Board Secretary

The Secretary will:

1. Draft all minutes and other reports of the Board and the Executive Committee as directed and distribute such minutes and reports as appropriate, normally within 10 days after the meeting.
2. Work with the administrative staff to maintain Board records and files.
3. Give due notice to all members of the Board of Directors of all meetings of the Board.
4. Immediately upon receiving information of their election, notify all newly elected members of the Board of Directors of their election and furnish each with a copy of the Constitution and the By-Laws of this body; and
5. Conduct correspondence as the Board of Directors may require from time to time.