

Docent Secretary

General Description

The Docent Secretary is responsible for recording and obtaining approval of the minutes of San Diego Botanic Garden Docent Executive Board meetings and Docent Society meetings. The Secretary is also responsible for maintaining Board records and documentation.

Duties:

1. Attend Docent Society and Docent Executive Board (DEB) meetings.
2. Record, obtain approval, distribute as appropriate and maintain minutes of the meetings.
3. Maintain a notebook of the agenda, approved minutes and any other handouts distributed at meetings.
4. At the end of the calendar year give binder to the Volunteer Coordinator to be archived.

Specific Skills:

1. Strong organizational skills
2. Time and ability to meet deadlines and produce notes and minutes in a timely manner for distribution
3. Strong notetaking and computer skills

Time Required:

7 hours per month

Elected bi-annually.

MEETING / ACTIVITY	DAY OF MONTH	RESPONSIBILITIES
Docent/Volunteer General Meeting (9:30 a.m.)	1 ST Wednesday	<ol style="list-style-type: none"> 1. Record activities of the current meeting. 2. Request approval of the minutes of the previous meeting. Make corrections or additions to minutes of the previous meeting as needed. 3. File in a notebook the agenda and approved minutes of each General Meeting and any other handouts distributed at that time. 4. Compose formal minutes of the meeting. 5. Send minutes for review to Docent Chair within one week of the meeting. Make any changes required. 6. Once Docent Chair has approved the revised minutes, promptly send them minutes to the webmaster for posting to the Docent Website. 7. At the same time, send minutes to the Docent/Volunteer listserv. 8. If additional changes are received, describe the corrections/additions at the next General Meeting before requesting approval of the minutes. After the meeting, send a revised copy to the webmaster for posting to the Docent Website.
Docent Executive Board Meeting (10:00 a.m.-noon)	3 rd Wednesday	<ol style="list-style-type: none"> 1. Record activities of the current meeting. 2. Request approval of the minutes of the previous meeting. Make corrections or additions to minutes of previous meeting as needed. 3. File in notebook the agenda and the approved minutes of previous meeting and other papers distributed at that time. 4. Compose formal minutes of the meeting. 5. Send minutes for review to Docent Chair within one week of the meeting 6. Make any required changes and then send revised minutes to DEB, asking for additional changes or corrections. 7. If changes are received from the DEB, correct the minutes and send a revised copy to the DEB two days before the next DEB meeting.