

# **Latino Network Roles and Responsibilities**

## **Executive Board**

**Position:** Secretary

**Purpose:** The official keeper of records and is responsible for maintaining and updating chapter records during their term.

### **Key Responsibilities:**

1. Record attendance, maintain official meeting minutes, and board of directors proceedings
2. Email or upload draft of minutes for each meeting no more than two weeks after each board meeting
3. Maintain and update the LaNet list serve directory to aid communication among board members and the general membership.
4. Maintains orderly records of activities and timelines relevant to his/her position during the term and supplies the incoming Secretary with those records to ensure a smooth transition
5. Generates informational binders, including updating the necessary forms, for incoming Board Members to be ready by the Board Retreat
6. Ensures the Board of Directors are maintaining the Dropbox and uploading current records
7. Attend all board and general meetings, executive committee meetings, and retreats
8. Participate in Latino Network committees as needed
9. Other duties as assigned by the Latino Network board related to the overall purpose and good of the organization

**Elected by:** Board of Directors

**Term length:** 1-year term

**Time commitment:** Monthly Board Meeting, Bi-monthly general meetings, LaNet and community events.

**Hourly Commitment:**

**Reports to:** President