AMERICAN LEGION AUXILIARY NEWPORT
HARBOR UNIT 291

JOB DESCRIPTION: SECRETARY

(Updated 10//29/2026)

Officer: Elected Position

Purpose: The position of secretary is administrative. It requires a computer, writing and organizational skills. The secretary is responsible for documenting the meeting minutes. The secretary serves as the president's primary administrative support.

Duties and Responsibilities of the Secretary

1. **Administrative work:** It shall be the duty of the secretary to document the meetings actions, and prepare the minutes of all meetings for review, once approved shall send out such notices as directed by the president. To process and file all correspondence sent and received. The secretary works alongside the president for all administrative tasks. The secretary is considered the right arm to the president.
2. **Attend Meetings:** Attendance to all Executive Board, General Membership, and Special meetings to document the actions of the meetings.
3. **Bank Accounts:** The secretary shall be signatory with president and treasurer on all bank accounts. In the event the president or treasurer is unavailable to co-sign on the bank account, the Secretary has the authority to be a co-signer. (2023)
4. **Notices and Correspondence:** The secretary sends notices as directed by the president. The secretary also reads all communications received and approved by the president. Any action which may arise from the reading of the communication is deferred until old business or new business is considered. The president shall recommend placement.
5. **Notification to Executive Board:** Sends out an email to the Executive Board requesting attendance and board reports for the Executive Board and General Membership meeting in a timely manner. Updates Confidential Executive Board Contact List.
6. **Auxiliary Correspondence:** Receives Secretary distributes all Auxiliary correspondence the secretary receives. Furnishes officers and committees with papers referred to them. Keeps a list of all officers, committees and chairmen. Maintains a file of the National, Department, District and Unit Constitution, Bylaws and Standing Rules.
7. **Attendance Records:** Secretary records all attendance at all meetings of the elected officers included in the minutes. Chairmen's attendance is taken visually and logged.

8. **Agenda:** Executive Board: The secretary creates the meeting agenda with the president, by using the monthly Executive Board reports received and the previous Executive Board information that was moved to the following meeting. Board members shall give both the secretary and the president a copy of their report before they report. A monthly information sheet is completed to track the information. The Agenda General Membership and Executive Board Agenda template is used for the agenda.
9. **Motions:** Assists the officers and chairmen with the specific format and wording of motions for the agenda. The motions approved in the Executive Committee go on the General meeting and changes from the program to the Executive Board. See sample motion on last page.
10. **Unfinished (Old) Business:** Any business postponed from the previous meeting, or any matter introduced at the meeting on which action by the unit was deferred, is unfinished (Old) business. The secretary prepares a list of such unfinished business, from the last meeting for the President. Only when the unfinished business has been disposed of can any new business be brought forward.
11. **Meeting Minutes:** The Secretary takes the minutes at the Executive Board, General Membership and Special meetings. The minutes are a record of the actions taken, not what was said or details. The General Membership and the Executive Board Agenda is used to create the template for creating the minutes. The secretary creates "The Minutes for Approval" for meetings held, for the president to review. Keeps the files on all minutes, including monthly reports; financials, correspondence received and read, all handouts and any other backup received. The minutes are filed monthly with all related documentation.
12. **Approval and Posting of Minutes:** The minutes are approved at the next following month meeting as “Approved as Written” or Approved as Corrected”. The approved minutes are saved electronically as a PDF and uploaded to the Auxiliary website. The secretary reads the previous minutes at each current meeting, unless a motion to dispense the reading is approved, and makes any corrections ordered.
13. **Records and Papers:** The secretary is in charge of all meeting backup records; all written documents (copy of Agenda, Minutes for Approval and all handouts), officers' and chairmen's reports, all correspondence received, except those assigned to others. Keeps the permanent file on the following Unit, District, Department and National publications, and Department bulletins either electronically or printed. Permanent records are not destroyed. Routine records are held three (3) years before being destroyed. Keeps a list of accounts and who has access for future reference or needs. Auxiliary accounts have (2) two or more on each account.

14. **Votes and Business:** The secretary counts a rising vote when the president asks. The secretary also prepares the list of any unfinished business for the president for inclusion in the following month agenda when needed.
15. **Certificates:** The secretary prepares certificates for the president's signature. The secretary signs the certificates with the president when applicable. Some certificates are signed by the chairmen.
16. **Turnover Records:** All documentation is filed in file boxes and handed over to the incoming secretary at the start of the new term. The procedures are reviewed with the new secretary, and electronic documentation is transferred electronically.
17. **Meeting Recordings:** Live recordings of meetings are made only for the purpose of assisting the secretary in the writing of the minutes. All recordings are deleted once completed writing the minutes. Live recordings are not kept, nor shared with anyone. The live recordings are for the use of the secretary only.
18. **Other Duties:** The secretary takes on any additional responsibility the president needs or calls on them to do.