

# NEW NEIGHBORS LEAGUE

## Job Description

**TITLE: SECRETARY**

**RETYPED: October 26, 2011**

A. Board Responsibilities - Responsibilities required of all board members.

1. Attend all President's meetings, all NNL Board meetings, Welcoming coffees and monthly luncheons. Responsibility for dispensation of the minutes extends through the end of the last month of the term. (Notify your Advisor if you are unable to attend these events.)
2. President's Meetings: Left to the discretion of the President if the Secretary takes the minutes or not.
3. Provide a total of three (3) covered dishes for the coffees. (If unable to attend, you may either send your dish with someone else or pay \$10 per dish so the coffee committee can find an "alternate provider" or purchase food items for the coffee. )Sign up with the Coffee Committee Chair.
4. Donate one (1) door prizes with a suggested value of \$20 for one of the luncheons. Sign up with the Secretary.
5. Update job description at end of six-month term. Highlight or mark any changes. Notify the President if the job description needs updating.
6. At the end of your term of service, please plan to meet with your replacement to review the job descriptions. Please plan to mentor that person through their first month on the job.
7. Executive Board Members have a standing reservation to luncheons and must call the Reservation Chair to cancel.

B. Budget - NNL is a **not-for-profit** organization; we **are not tax-exempt**.

1. Participate in preparation of 6-month operating budget.
2. Receive budget from Treasurer after first Board meeting.
  - **No purchases are allowed** before you receive your budget from the Treasurer.
  - Each proposed expenditure in excess of \$50 requires Board approval.
  - Purchases of any item not included in your supply list or in your budget need Board approval prior to purchase.
3. Keep all receipts and forward them to the Treasurer for reimbursement in a timely fashion. Complete a check request form and submit it with your receipts. A check request form can be obtained from the Treasurer.

C. Duties: Responsibilities required to perform basic function of job including officers that will be of assistance:

BASIC DUTIES: To keep MINUTES OF BOARD MEETINGS, LUNCHEON MEETINGS, EXECUTIVE BOARD MEETINGS, and to secure door prizes from Board

members for monthly luncheons.

ASSISTANCE RECEIVED: Area Manager, President, Advisor, Treasurer

ASSISTANCE GIVEN: Area Manager, President, The Sanddollar  
Editor, NNL Headquarters

1. Keep Minutes of Board meetings and Executive Board meetings. (Make four copies of minutes to be distributed (1 copy each) as follows:
  - (1) Secretary's minute book;
  - (2) NNL National Headquarters — address = New Neighbor's League, Inc., National Headquarters, 479 S. Atlanta Street, Roswell, GA 30075;
  - (3) President; and
  - (4) Area Manager (if Club has Area Manager).
2. Keep minutes of Monthly luncheons and a record of actual attendance (head count received from Treasurer). Include the amount and winner of the 50/50 (information provided by Social Chair).
  - a) Include in the luncheon minutes a list of sponsors (if club has any) who attend the luncheon meeting. This information may be obtained from the first Vice-President Assistant or Area Manager. Include a copy of the announcement sheet provided to the membership.
  - b) Make five copies of luncheon Meeting minutes to be distributed (1 copy each) as follows:
    - (1) Secretary's minute book;
    - (2) NNL National Headquarters — address is New Neighbor's League, Inc., National Headquarters, 479 S. Atlanta Street, Roswell, GA 30075; Per Annie Jefferson (NNL Headquarters) email copies to her [annie@newneighbors.com](mailto:annie@newneighbors.com) and cc Cheryl Beaudreault (President of NNL) at [cheryl@newneighbors.com](mailto:cheryl@newneighbors.com).
    - (3) President;
    - (4) Area Manager; and
    - (5) The SANDDOLLAR editor — minutes on computer disc expedites SANDDOLLAR work. Normally these are to be turned in to the editor no later than the Sunday following the luncheon.
  - c) These monthly minutes (Luncheon and Board Meetings) may be given personally to the President and Area Manager at the next available meeting.
3. Make sure the Luncheon Door Prizes are donated each month.
  - a) At Board meeting, circulate a door prize notebook with a separate page for each luncheon date in the term. Board members are asked to sign up for the month they will donate door prizes.
  - b) GUIDELINE FOR DOOR PRIZES: "The wonderful door prizes awarded at each monthly luncheon are donated by all Board members. We are asked to donate one (1) item each during our six-month term. Door prizes do need to be wrapped.
  - c) Arrive at morning luncheons by 10:30 a.m. so that you can be ready to check off door prizes as they come in; you may need to add a self-stick note with the donor's name. At the luncheon, you should list the names of the sponsors who bring door prizes at the bottom of the page following the names of the Board members who donated prizes. See Basic Dates above.
  - d) For the Door Prize Notebook, multiply the number of Board positions by one (one prizes per member) and divide by six (number of months in term) to determine the appropriate number of door prizes needed per luncheon. President should provide this information.
  - e) Make a separate list of Board members along with the six months of the term. As members bring their door prizes, mark off the number of door prizes and the date... OR.. you may find it more convenient to use the Board roster as printed

- in the SANDDOLLAR each month, mark from that list of Board members the prizes brought and the dates.
- f) Door prizes are not required of: NNL President, Area Manager, Advisors, IMP Chair, IMP Assistant.
  - g) Email Board members each month (at least by Monday before the Thursday luncheon) to remind them to bring door prizes for which they have signed up, with their names on the door prizes.
  - h) Keep board member list current. When Board members leave and are replaced, your door prize list will need to be amended to avoid calling those who are no longer serving, yet tactfully reminding new members of the door prizes needed.
  - i) Check your lists frequently. By the third month of the term, call Board members who have not yet signed up to bring their door prizes and schedule them to bring their prizes.
  - j) If a member joins the Board with the first three months of the term, she is required to donate one (1) door prize. (It is the Area Manager's recommendation that members who assume Board positions during the fifth and sixth months of a term be 'tactfully approached' about a door prize, but not required to donate.)
- 5. \*Assist Executive Board with the holiday cards sent to sponsors. \*optional
  - 6. When the President is notified of a death in a member's family both the Secretary and Treasurer will be notified. The Treasurer sends a memorial for immediate family members only; the Secretary sends a sympathy card to the member (new 2011)
  - 7. Send a thank you to the florist following a Rose ceremony and/or Installation if the current florist is providing the flowers for free.
  - 8. Back up all minutes and templates on a flashdrive that will be designated for Secretary and passed on each term.

#### D. Organizational Relationships

- 1. Area Manager, President, The Sanddollar Editor, National Headquarters — Provides the above incumbents with a copy of the Luncheon Meeting Minutes and also the monthly Board Meeting minutes (The Sanddollar Editor only gets luncheon minutes.
- 2. Treasurer — Obtain a copy of the monthly financial report from Treasurer to be filed in the Minutes Book.
- 3. Advisor — Is an ex-officio member of your committee and is apprised of all meetings, correspondence and concerns. Provides assistance as necessary.
- 4. Area Manager, President — Direct all questions for resolution.

## NNL SECRETARY HELPFUL HINTS

Last edited October 26, 2011

### BOARD MEETINGS:

\*Note to new secretary, usually the last month's minutes have been e-mailed to everyone. Check with the past secretary to verify.

- ci) One method of taking board minutes is to fill in the blanks using the **Board Minutes Information Sheet** (found in the Secretary binder). Also, the President should send you a copy of her agenda before the meeting. Some information can be typed directly from her agenda later rather than copying it down twice.
- cii) For the first month as secretary, have the previous month's board minutes e-mailed to you by the previous secretary. If you are not certain of how the minutes are written, look in the Secretary binder and read a few of the past minutes.  
The simplest way for typing the minutes each month is to save the previous month's board minutes to a new file, and then all you need to do is add new information from your copy of the agenda and your notes. This saves time as most of the names are the same and the format is always the same. Always put members names in **BOLD PRINT** (each time the name is typed) and sponsors names (if any) in *ITALICS*. This way, the format will be included and there is less typing involved.
- ciii) Type the minutes ASAP so you don't forget any information. You may find missing information and your memory will be fresh to fill in some of it. If not, contact the chair person for that position to fill in any information or to clarify anything.
- civ) After you finish your draft **soon after the meeting**, send a copy **ONLY TO THE PRESIDENT** to check for any corrections or additions from her. You both will work on the minutes until both of you are satisfied.
- cv) Then on the Monday before the next Board Meeting and Coffee, e-mail the draft of the minutes that you prepared with the President to all the board members asking for any corrections or additions. The Executive Board; Chairs and Advisors who attended the meeting should be emailed for editing of minutes.  
During that week before the next board meeting, if changes or corrections come from other board members, you must e-mail the President again. When changes are made, you must mail the final, corrected edition again to all the board members before the next meeting!!
- cvi) For the board meeting, take a hardcopy of the minutes from the previous board meeting. The President will ask for any other corrections or additions. Sometimes they may be read for clarification. Then, they are approved by the board.
- cvii) Take the door prize sign-up sheets and try to get everyone to choose a month if they have not done so. You could also e-mail everyone. Be sure to receive a reply for your e-mail. It is your responsibility to make sure each board member has signed up and brings their **ONE** door prize valued at \$20 to one luncheon. Try to spread out the people to have a fairly even number each month.
- cviii) When completed and you have board approval, e-mail:

9. Per 2011 email from Annie Jefferson: A copy (approved minutes only) to the NNL headquarters to Annie Jefferson [annie@newneighbors.com](mailto:annie@newneighbors.com) with a cc to: Cheryl Beaudreault (National President) [cheryl@newneighbors.com](mailto:cheryl@newneighbors.com). So, you'll be a month behind: Example: e-mail May's minutes after approval at June's meeting. (**See note under luncheon minutes!! You will mail board and luncheon minutes at the same time.**)
10. A copy (minutes only) to the President (the final corrected copy)
11. Area Manager (we currently don't have one)
12. Place a copy in the NNL Secretary notebook
13. Place a copy of the budget and each month's Treasurer's report in the Secretary notebook

## LUNCHEONS:

The Secretary has the duty for the monthly Luncheon door prizes.

1. Each board member (not the President or Advisors) is required to bring ONE door prizes to a Luncheon during their term. Each gift should be wrapped and valued at \$20.
2. On Tuesday or Wednesday **the week before the Luncheon**, email reminders to the names on the sign-up sheet. Include a request to acknowledge they will bring their gift or let you know if there is a problem.
3. If a member is unable to attend the Luncheon, they could send their gifts with someone else; or you might arrange a convenient pick up time.
4. Take with you the monthly door prize list (in Secretary's binder) to check off the door prizes.

Usually the President's agenda is e-mailed ahead of the Luncheon.

1. Take notes at the Luncheon, using the agenda; and/or you can use the **Luncheon Information Sheet** found in the Secretary's binder.
2. To type the minutes, you can pull up last month's Luncheon minutes and save them to a new file and use this for new Luncheon information. The Luncheon minutes are easier as most of the information stays the same. **Take Note: the Luncheon minutes for board installation are a little different. Check past minutes for that format.**
3. Some of the information that you will need for the Luncheon minutes:
  - a. Names of past Presidents in attendance
  - b. Names of Prospective Members, guests and who brought them (If not sure about spelling, check with the Prospective Members Chair. This may be done before the meeting.)
  - c. Names of the new members (if not sure about spelling, check with the Membership Chair.)
  - d. Name of the Rose of the Month and who introduced her
  - e. Name of the Fun & Friendship Award recipient and what work she performed
  - f. The program and speaker (get address from Vice President to send a thank you note to the speaker)

- g. Winner of the 50/50 drawing and the amount won
  - h. Names of the birthday girls present and winner of the drawing
  - i. Dates and locations of the next Coffee and Luncheon
  - j. Announcements
4. Different clubs may but in new information
  5. Always type member's names in **BOLD PRINT**, and sponsors names in *ITALICS*. (We currently do not have sponsors)
  6. If the speaker passed out any information or brochures, place these in the plastic sleeve along with the monthly luncheon minutes in the Secretary binder.
  7. Send your draft first to the President to check for corrections or additions. When approved, send them to the Sanddollar Editor.
  8. **BIG REMINDER:** Luncheon minutes should be finished and sent to the Sanddollar Editor **no later than noon the following Saturday**. It is best to type the minutes soon in order to make this deadline.
  9. When complete, Luncheon minutes are e-mailed to:
    - a. Per 2011 email from Annie Jefferson: A copy (approved minutes only) to the NNL headquarters to Annie Jefferson [annie@newneighbors.com](mailto:annie@newneighbors.com) with a cc to: Cheryl Beaudreault (National President) [cheryl@newneighbors.com](mailto:cheryl@newneighbors.com). So, you'll be a month behind: Example: e-mail May's minutes after approval at June's meeting.

Mailing address if ever necessary for headquarters:  
 NNL Incorporated National Headquarters  
 479 S Atlanta Street  
 Roswell, GA 30075

- a. A copy to the President
  - b. A copy to the Sanddollar Editor by noon the following Saturday
  - c. A copy to the Area Manager (we currently do not have one)
10. Place a copy in the NNL Secretary's notebook in chronological order, along with any program materials
  11. Send a thank you note to Luncheon speaker. You may get an address or help from the Vice President.

### **OTHER DUTIES:**

After the semi-annual social, obtain social results from the Social Chair and send the document to NNL Headquarters.

Write thank you notes to speakers, Personally Yours Florist for the flowers for Installation flowers and after a Rose ceremony for the corsage, any other others the President deems necessary.

Personally Yours Florist  
 PO Box 60405  
 Corpus Christi, TX 78466

Donna Tindall-owner

Assist Treasurer in sending out Sympathy Cards to members who have lost immediate family members (added 2011). The President will notify the Treasurer and Secretary when this is to be done.  
Back up all minutes and templates etc. to a flashdrive that will be designated for the Secretary and passed on each term.

### **SECRETARY SUPPLY LIST:**

Usually is printer paper

Others as needed: binders when current ones are full  
stick-notes  
additional thank you cards  
more plastic sheets

Remember to stay within the budget given to the Secretary. If a large or different purchase is necessary, please remember to have **prior approval** from the President or the Treasurer. Keep all receipts. Turn in the original receipts to the Treasurer for reimbursement with a Check Request Form that you can get from the Treasurer.

Items that remain with NNL:

Clipboard	Green Bag	Binders with the minutes/other information
Plastic Sheets	Thank You cards	Any items purchased for NNL
Flashdrive for back up		

### **SUMMARY OF DUTIES TO CHECK-OFF EACH MONTH:**

1. Take notes for the monthly board meetings
2. Finalize draft of monthly board minutes with the President
3. Email members about door prizes one week before each Luncheon
4. Finalize draft of monthly luncheon minutes with the President
5. E-mail luncheon minutes to the Sanddollar Editor by **noon on Saturday**
6. Send thank-you notes to the luncheon speaker
7. Send thank-you note to the florist (if used)
8. File approved minutes and program materials in Secretary binder
9. Monday before next board meeting, e-mail previous board minutes to board members
10. Make any changes or corrections, e-mail everyone a corrected copy before the board meeting
11. Print a copy of the board minutes to take to the next board meeting
12. After board approval of minutes, e-mail a copy of both the luncheon and board minutes to NNL Headquarters
13. File a final copy of board minutes along with handouts and copies of the Treasurers reports in Secretary binder

### **SPECIAL NOTE:**

1. The outgoing Secretary is still responsible for e-mailing the last month's board minutes before the next board meeting to the new Secretary. This will be October's or April's minutes.
2. The outgoing Secretary is still responsible for e-mailing NNL Headquarters the last month's board and luncheon minutes after board approval.  
    In November e-mail October's minutes  
        Or  
    In May e-mail April's minutes
3. For any other questions, you can always ask your Advisor.