



Secretary

The Secretary is the steward of all legal and required documentation for the Foundation. He or she ensures minutes are taken of all Executive Team and general meetings and that those minutes are published and recorded according to these By Laws. The Secretary maintains the Permanent Record of the Ironwood Band Community Foundation and uses it to answer questions and provide information necessary for Foundation business. The Secretary supports the President to ensure the IBCF Annual Report is filed on time with the Arizona Corporation Commission.

Specific Duties of the Secretary:

- Maintain two records:
 - The Permanent Record of the Foundation which shall be a binder kept in the Foundation Office for all legal documents of the Foundation including but not limited to the Articles of Incorporation, By Laws, IBCF Annual Reports, minutes, Annual Officers' Reports, and the Annual Internal Audits. This record shall be available to the public and district employees as necessary. (An electronic copy of each year's record shall be created on a CD and maintained in a secure location in the IBCF Office.)
 - The Secretary's Binder which shall contain duplicates of the above plus any information pertinent to future Secretaries.
- Ensure the Permanent Record is available at each meeting
- Attend, take attendance, record and present minutes at all regular, special and Executive Team meetings.
 - In the event he or she cannot attend a meeting, the Secretary will notify the presiding officer of the absence so that officer can appoint someone to record minutes in their absence and thereafter send them to the Secretary for recording.
- Ensure minutes are submitted to presiding officers for approval in a timely fashion, and after they have been amended and approved, entered into the Permanent Record.
- Assist officers with correspondence, as required.
- Maintain records of any Team meeting minutes provided by Team chairs.
- Assist the Vice President of the Community with maintaining the list of current members of the Foundation.
- The Secretary does not submit an official end of year report, but rather compiles the end of year reports from the officers into the Annual Officers' Report which shall be kept as part of the Foundation's permanent record. If a report is missing, the secretary will solicit its submission, and if no report is forthcoming, submit a statement to that effect in the Annual Report.
- The Secretary will enter any tips or lessons learned into the Secretary's Notebook to assist future Secretaries.



- Furnish previous meeting minutes to the Executive Team for distribution one (1) week prior to regularly scheduled meetings.
- Include a list of outgoing and incoming Officers in the minutes from the last meeting of the school year.
- Be custodian of Foundation correspondence. Review and date all mail prior to distributing to appropriate Executive Team member.
- Ensure the outgoing officers turn in their position notebooks with updates by May 31st.
- Check out the binders to the new officers as soon as possible but no later than the first day of band camp.