

SECRETARY

Secretary serves on the Executive Team, and attends all Board meetings and Executive Team meetings. This position ensures that the organization's work is documented thoroughly for future use with great attention to detail.

- Send out the slide deck for board meetings 48 hours in advance.
- Attend monthly Board meetings and record pertinent information.
- Attend Executive Team meetings as held and record minutes.
- Act as a member of the Executive Team and engage with all activities listed under its responsibilities.
- Update and maintain Board manuals.
- Update website and PALS calendar as needed.
- Supply Vice President with updated board manuals for board member orientation.
- Update and maintain PALS Douglas History document yearly.
- Maintain communication about upcoming board meetings.
- Ensure Bylaws are current with the State of Washington.
- Ensure licenses are current with the State of Washington and City of Seattle.
- Ensure all legal documents are kept current and accurate.
- Assemble certification guide
- Meet with the certification director(s) annually to ensure all materials are up to date.
- Maintain all google forms and documents.