



VOLUNTEER JOB TITLE	DOVIA SACRAMENTO SECRETARY
REPORTS TO	DOVIA SACRAMENTO CHAIR
PURPOSE	TO ENSURE THE CONTINUITY AND PRESERVATION OF ACCURATE AND COMPREHENSIVE RECORDS FOR DOVIA SACRAMENTO
TERM	ONE YEAR, RENEWABLE FOR A TOTAL OF TWO CONSECUTIVE YEARS
APPOINTED BY	NOMINATING COMMITTEE
JOB DESCRIPTION	
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Keep a record of all Dovia Sacramento proceedings. • Keep on file all committee reports. • Notify officers, committee members, and delegates of their appointment, furnish committees with whatever documents are required for the performance of their duties, and have on hand at each meeting lists of all existing committees and their members. • Sign all certified copies of acts of the association. • Maintain records in which the bylaws, articles of incorporation, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and have the current records on hand at every meeting. • Send out to the board and membership any required notice of each meeting, known as the <i>call</i> of the meeting, and conduct the general correspondence of the organization that is not a function proper to other offices or committees. • Prepare, prior to each meeting, an agenda for the use of the presiding officer, showing on their exact order, under the correct headings, all matters that are known in advance, and for the times which they are set. • Preside over meetings and events in the absence of the Chair and Vice Chair. • Support overall mission and activities of Dovia Sacramento. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • A minimum of two years of service as a DOVIA Sacramento Board member. • Demonstrated leadership, critical thinking, and management skills. • Strong digital skills in electronic meeting processes and software including Zoom and Google Meet. • Strong digital literacy in association management (Wild Apricot), database management, project management (Google Suite), website, and social media communications systems/software. <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Working knowledge of <i>Roberts Rules of Order</i> parliamentary procedures. • Familiarity with nonprofit and voluntary organizations in the Sacramento/Sierra Region. 	

- Working knowledge of marketing concepts.
- Strong written and oral communication skills.

ADDITIONAL NOTES

Approved By:	Joan Cardellino, Board Chair	Date:	10/1/2020
Last Updated By:	Joan Cardellino, Board Chair	Date:	10/1/2020

Previous Version: 11/2012