



Pennsylvania Alliance of Retirement Community Residents

JOB DESCRIPTION

Title: Secretary-PARCR Board

Description: The Secretary oversees documenting and storing the official records for the organization. To fulfill this duty, the secretary must attend all Board and quarterly meetings of the membership and shall record minutes and vote results for these meetings. Minutes are then to be distributed to the members of the Board and filed in the archives of permanent records.

Election and Term of Office: The person filling this position shall be elected by the Board for a two-year term and can be reelected based on the current bylaws.

Specific Responsibilities:

- *Record Minutes of each Executive Board meeting.
- *Submit Minutes of Executive Board meetings to the President and Operations Director for review and editing within one week of the meeting date.
- *Submit final version of Minutes to Operations Director for distribution to the Board for approval at the next Board meeting
- *Notify affiliate Representatives, Treasurer, and Staff of deadline to submit reports for the addendum to the Quarterly Meeting minutes
- *Record minutes of the Quarterly Membership meetings
- *Prepare Quarterly Membership minutes and addendum reports to submit to President and Operations Director for review and editing within one week of the meeting date
- *Submit final version of the Quarterly membership minutes to the Operations Director for distribution to the membership
- *Annually compile the meeting agendas, minutes, and presentation materials to be placed in the PARCR files at the Bethany Village Library in Mechanicsburg or other long term storage facility such as The Cloud or website
- *Maintain and distribute copies of up-to-date by-laws as necessary

Qualifications:

- *Must be a resident of a CCRC and a member of PARCR
- *Must have basic computer skills and can use Microsoft Word, Excel, Power Point, and Zoom
- *Must have good communication skills
- *Has ability and willingness to work as a team player