



Pennsylvania Alliance of Retirement Community Residents

JOB DESCRIPTION

Title: Secretary-PARCR Executive Committee

Description: The Secretary is in charge of documenting and storing the official records for the organization. In order to fulfill this duty, the secretary must attend all executive committee 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 Executive committee and filed in the archives of permanent records.

Election and Term of Office: The person filling this position shall be elected by the Executive Committee for a two-year term and reelected to an unlimited number of terms.

Specific Responsibilities:

- *Record Minutes of each Executive Board meeting.
- *Submit Minutes of Executive Board meetings to the President and Communication Coordinator for review and editing within one week of the meeting date.
- *Submit final version of Minutes to Communication Coordinator for distribution to the Executive Committee for approval at the next Executive Committee meeting
- *Notify affiliate Representatives, Treasurer, and Committee Chairs 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 Communication Coordinator for review and editing within one week of the meeting date
- *Submit final version of the Quarterly membership minutes to the Communication Coordinator 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