

SECRETARY

General Description: This Board position is elected on an annual basis for the term of one year beginning in June and running through May of the following year. The individual may not hold this position longer than two consecutive years as outlined in the Constitution and By-Laws. This position documents the ongoing business of the Society.

Experience: Must have strong planning and communication skills both verbally and in writing.

Must be able to follow through with assignments. Must have strong organizational skills. Must have strong attention to detail. Must be able to devote up to 10 hours a month to the Herb Society and this position.

Responsibilities:

- Attend monthly board meetings (usually the last Monday of the month)
- Attend monthly general membership meetings (usually the second Thursday of the month)
- Support the Herb Society and its membership by working no less than one profit generating initiative a year such as plant sales and herb markets.
- Maintain a professional nature at all times when addressing or representing the Herb Society
- Treat all members and guests with respect
- Take minutes at the board meetings and at the monthly general membership meetings.
- Submit highlights of board meetings for publication in newsletter monthly
- Submit highlights of general meetings for publication in newsletter monthly