

Duties of the Friends of the Lacey Library Secretary:

1. The Secretary keeps the official records, including bylaws, standing rules, and committee reports. Makes the minutes available for inspection by the members at reasonable times and places. (Roberts Rules of Order)
2. The Secretary creates a draft Board meeting agenda for review by the President.
3. At least one week before the next scheduled meeting, the Secretary emails the agenda to the FOLL Board and Library Manager to announce the upcoming meeting date, time and place.
4. The Secretary circulates an attendance sheet at each meeting that includes e-mail addresses.
5. The Secretary takes notes at all Board meetings, including the exact wording of motions, especially main motions and amendments.
6. The Secretary takes notes at special meetings such as those of the Rules Committee.
7. The Secretary prepares draft minutes based on the agenda, discussions, motions, next meeting dates, attendees, time of meeting start and end, and any other pertinent activities during the meeting.
8. The Secretary sends a copy of the draft minutes to the President for additions, deletions, or corrections.
9. One week before the next scheduled meeting, the Secretary emails a copy of the draft minutes to the Board and the Library Manager for their review.
10. The Secretary generates thank you notes for new Lifetime Members and donations \$100 or more, and other correspondence at the request of the President.