

Dominican Development Group (DDG)

Job Description

SECRETARY

Job Title: Dominican Development Group SECRETARY.

Summary: The SECRETARY shall serve as the recorder of all official transactions of the Board and the Executive Committee and shall work with the ADMINISTRATOR to archive current and historical records of DDG.

Responsibilities: The SECRETARY shall be responsible for:

- Recording the minutes of all official meetings. *(Article IV, Section 4 – The Secretary, DDG Bylaws, October 18, 2012).*
- Circulating draft and approved minutes.
- Organizing agendas for official meetings.
- Preparing and distributing necessary correspondents of the DDG. *(Article IV, Section 4 – The Secretary, DDG Bylaws, October 18, 2012).*
- Checking that agreed actions are carried out.
- Acting as custodian of the DDG’s governing documents.
- Being custodian of and maintaining all minutes, board reports, committee reports, historical records, and other records of Board proceedings. *(Article IV, Section 4 – The Secretary, DDG Bylaws, October 18, 2012).*
- Preparing an annual report of DDG activities for the DDG winter meeting.
- Providing notice of all meeting required by statute, bylaws of resolutions. *(Article IV, Section 4 – The Secretary, DDG Bylaws, October 18, 2012).*
- Checking quorum requirements at official meetings.
- Recording attendance at all official Board meetings. *(Article IV, Section 4 – The Secretary, DDG Bylaws, October 18, 2012).*
- Having custody of the Seal of the DDG. *(Article IV, Section 4 – The Secretary, DDG Bylaws, October 18, 2012).*
- Ensuring elections are carried out in accordance with Board procedures.
- Being actively involved in a faith based community where they make their home.