

Art Council of Southwest Florida

JOB TITLE: Secretary

POSITION REQUIREMENTS:

- Must be a full-time Florida Resident

JOB DESCRIPTION:

The Secretary is responsible for the creation and distribution of minutes from all Executive Team and General Council meetings.

The Secretary is present at all Board and General Meetings either in person or via Zoom where the Secretary will take minutes of all meetings and transcribe them into an electronic format which are then forwarded to Executive Board members for review. Upon receiving distribution approval from the President, the Secretary will distribute the minutes as required and store the minutes in an electronic format on the ACSWF central repository. If the Secretary cannot be present at a meeting, (s)he must arrange for a substitute to fill his/her responsibilities.

The Secretary shall serve as the Chairperson/Co-Chairperson of two ACSWF committees.

The Secretary shall be listed on all banking accounts and per banking regulations is one of the two organizational representatives authorized to make changes to the banking structure or to authorize additional officers to have access to these accounts. The only other individual authorized to perform this function is the President.

The Secretary shall meet with the Executive team after installation to determine which committee best aligns with the background and skills of the incoming Secretary.