

**Secretary:**

Secretary is a member of the Executive Committee who is responsible for the recording of meeting minutes, managing the organization's governing documents and documenting the proceedings of the board.

Key Responsibilities include: attending all executive and general board meetings, creating the agenda document for general board meetings and recording the meeting minutes and board proceedings and subsequently distributing the meeting documentation, maintaining appropriate email lists and distributing POPS information to the constituencies. As a member of the executive board, the secretary is also involved in board decisions including POPS grant allocations, attends POPS socials and Wellesley Performing Arts events, as able and coordinates teacher acknowledgments of donations made in their name.

This role is ideal for the organized individual who may not want a speaking part but knows everyone else's lines!