



## Altrusa District Three Foundation, Inc. Secretary – Job Description

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<b>Position</b>	Secretary
<b>Elected</b>	Elected by the Foundation Board of Trustees at their first meeting following the District Three Conference.
<b>Term of Office</b>	One year with eligibility for re-election.
<b>Role</b>	As an Officer of the Foundation, makes and maintains an official record of what is done by the Foundation at meetings of the Board and at the annual meeting of the members, and provides assistance to the chair as needed.

In addition to responsibilities as a trustee, the Secretary is responsible to:

1. Attend all Board meetings and District Conference and prepare and distribute to the Board of Trustees minutes of Board meetings and that part of the Conference devoted to the Foundation.
2. Ensure the Foundation information that is a part of the District Three website stays current and send current information to the webmaster.