



Alpaca Breeders of the Rockies, Inc.

## Secretary

<p>Purpose</p>	<p>To document details and maintain records of the Alpaca Breeders of the Rockies organization.</p>
<p>Position Duration</p>	<p>Elected per ABR By-Laws by farm membership for two year term. Term begins in even numbered year.</p>
<p>Tasks</p>	<ul style="list-style-type: none"> <li>• Prepares budget for secretarial position including ABR storage space and elections.</li> <li>• Establishes an inventory system for ABR equipment and supplies</li> <li>• Records minutes at Board of Director meetings.             <ul style="list-style-type: none"> <li>- Distributes minutes to BOD within 2 weeks of meeting date.</li> <li>- Completes listing of To Do's for next BOD meeting.</li> <li>- Distributes final approved minutes to Director - Communications one week after reviewed and approved by BOD</li> </ul> </li> <li>• Records minutes at quarterly membership meetings.             <ul style="list-style-type: none"> <li>- Post quarterly membership minutes to the Director - Communications within two weeks of meeting date.</li> </ul> </li> <li>• Maintains ABR storage space             <ul style="list-style-type: none"> <li>- Inventories storage space and maintains inventory list.</li> <li>- Changes storage area locks annually</li> <li>- Keeps access codes for storage space.</li> <li>- Arranges access to storage space for ABR members</li> </ul> </li> <li>• Responsible for elections             <ul style="list-style-type: none"> <li>- Establishes election dates with input from BOD and/or ABR Nominating Committee.</li> <li>- Provides all information to Administrative offices so that ballots are sent out according to By-Laws.</li> <li>- Reports election results to BOD.</li> <li>- Reports election results to Membership via Director – Communications.</li> </ul> </li> <li>• Reviews and updates ABR Procedure Manual. Reviews manual annually             <ul style="list-style-type: none"> <li>- Updates manual with policies and new procedures as occurs.</li> <li>- Provide new BOD members documents from former BOD meetings, Policy statements, Treasures reports, budget, reimbursement form, current By-Laws and any other pertinent documents.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>● Maintains ABR Secretary's Computer</li><li>- Schedules regular back-up of data to maintain ABR's documents and financial records</li></ul>
Liaison & Oversight Responsibilities	<ul style="list-style-type: none"><li>● Board of Directors</li><li>● Administrative Office</li><li>● Membership</li><li>● Storage Space personnel</li><li>● Director - Communications</li></ul>
Updated	July, 2009