



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"> • Prepares budget for secretarial position including ABR storage space and elections. • Maintains an inventory system for ABR equipment and supplies including carts and stalls stored at the National Western Complex • Records minutes at Board of Director meetings. <ul style="list-style-type: none"> - Distributes minutes to BOD within 2 weeks of meeting date. - Completes listing of To Do's for next BOD meeting. - Distributes final approved minutes to Director - Communications one week after reviewed and approved by BOD • Records minutes at quarterly membership meetings. <ul style="list-style-type: none"> - Post quarterly membership minutes to the Director - Communications within two weeks of meeting date. • Maintains ABR storage space <ul style="list-style-type: none"> - Inventories storage space and maintains inventory list. - Changes storage area locks as needed - Keeps access codes for storage space. - Arranges access to storage space for ABR members • Responsible for elections <ul style="list-style-type: none"> - Establishes election dates with input from BOD and/or ABR Nominating Committee. - Provides all information to Administrative offices so that ballots are sent out according to By-Laws. - Reports election results to BOD. - Reports election results to Membership via Director – Communications. • Reviews and updates ABR Procedures and Policies. Reviews documents annually <ul style="list-style-type: none"> - Updates manual with policies and new procedures as occurs. - Provide new BOD members information from former BOD meetings, Policy statements, Treasurers reports, budget, reimbursement form, current By-Laws and any

	other pertinent documents.
Liaison & Oversight Responsibilities	<ul style="list-style-type: none">• Board of Directors• Administrative Office• ABR Membership• Storage Space personnel• Director - Communications
Updated	August, 2019