

Secretary to the Board Application New York SkillsUSA

The New York State SkillsUSA Board of Trustees is looking for a person to be the Secretary of the Board. The job requires the Secretary to attend all meetings called by the Board Chair. There are 4 regular meeting each school year. They accrue in February, April, July and November.

The duties are listed on the job duties page attached:

If you would like to be considered, please complete this form:

**Please complete this form along with a Resume' and MAIL or E-Mail to the address below.
The Deadline for Submitting is October 27 , 2017**

Name: _____

E-mail address (**MANDATORY**) _____

Business: _____

Street Address: _____

City & State: _____

Zip Code: _____

Telephone: Area Code _____ Number _____ Ext _____

Home Telephone Area Code _____ Number _____

Best Time to Call: A.M.
P.M.

Fax: Area Code _____ Number _____

***The Business name you give us will be the one used on all communications, programs, certificates and awards. Please make sure the name is the complete correct name, not an abbreviation or district name, unless that is the name you wish SkillsUSA New York to use.**

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Below are the Duties of the Board of Trustee's Secretary.

The Board of Trustees – Secretary

1. The Board Secretary shall be elected by the Board of Trustees. The Board Secretary
 - 1.1. Shall record, in a written and tape/digital format all minutes of the Board of Trustees meeting.
 - 1.2. Shall be responsible to provide all Board members with a copy of minutes within one week of meetings end. Each Board of Trustee member shall be supplied a copy by Email and mailed printed copy.
 - 1.3. Prepares agenda in cooperation with the Board of Trustees Chairperson, the State Director and the State Coordinator, at least one week before the next Board Meeting.
 - 1.4. Establish and maintains mailing and an Email list for all Board of Trustees members and related staff personal.

The Recording Secretary's primary responsibility is to keep the minutes of the meetings of the organization. It is important that a true and correct record of all minutes is kept on file, as these records are the history and legal information of the organization.

The Recording Secretary:

1. Records the minutes of all meetings.
2. Ensures that the minutes – a permanent record of the club's activities and decisions – are preserved in an organized and readable form.
3. Calls the meeting to order and presides over the meeting when both the President and Vice President are absent until a temporary chairman is elected.
4. Signs legal documents as required.
5. Has motion forms and ballot materials available, if needed.
6. Performs all other duties as specified in the organization's bylaws.

Minutes:

1. Minutes should be brief, omitting descriptions (no personal comments, complimentary or otherwise), recording what was done, not what was said, and reported in the order in which the business was presented at the meeting.
2. The form for standard minutes is divided into four parts:
 - a. The first paragraph includes: the kind of meeting (regular or special); name of the organization; date, time and place (if not always the same); presence of President and Secretary or their substitutes; whether minutes of previous meeting were approved as read or corrected.
 - b. The body should have a separate paragraph for each subject matter.
 - c. The last paragraph has the time of adjournment.

- d. The signature should be that of the Secretary; do not use “Respectfully submitted.”
3. When writing motions into the minutes, specify:
 - a. The name of the maker of motions, but not of the seconder.
 - b. The final wording of all main motions (with any amendments incorporated) and any motion to reconsider; also, whether each was adopted, lost, or temporarily disposed of. Generally, motions withdrawn are not recorded.
4. All points of order and appeals, noting whether sustained or lost, and giving the chair’s reasons for the ruling should be included.
5. Note amendments or revisions to the bylaws accurately with dates of the adoption noted.
6. Should a ballot vote be necessary, record the number of votes on each side.
7. The name and subject of a guest speaker may be included, but not a summary of remarks.
8. When approved, record date of approval with the Secretary’s initials written below the minutes.
9. Minutes should be typed, not hand written.