



# MNWS Secretary

- Board Title:** Secretary (Executive Board Position)
- Terms:** Volunteer Minimum of 2 Years  
Limit of Two 2-Year Terms  
Requires majority of MNWS member vote for election
- Requirements:** Complete Secretary Responsibilities  
Familiarize self with the by-laws on [www.minnesotawatercolors.com](http://www.minnesotawatercolors.com)  
Attend Board Meetings  
Attend "In Person" Events (as able)  
Collaborate with MNWS Board  
Coordinate and manage transition of role and responsibilities  
*Note: This position can be done remotely*
- MNWS Mission Statement** "To further the development of the watercolor artist by providing a supportive environment with education, exhibition opportunities, promotion of public appreciation and greater visibility of the art".
- About the role:** The Secretary shall attend all sessions of the Board of Directors and all meetings of the members, and record all votes and the minutes of all proceedings in a book kept for that purpose.
- Responsibilities:**
- Records all significant information from Board meetings.
  - Send Board members via email copies of monthly meeting minutes shortly after each Board meeting for review
  - Make any edits to minutes per Board member review
  - Send prior Board meeting minutes with any edit updates to Board members prior to current Board meeting in preparation for vote of approval
  - Post final approved minutes via PDF document to Google drive
  - Update Secretary role document(s) as needed for reference and post to Google Drive
  - Retain paper copies of historical meeting minutes in a notebook to give to incoming new Secretary
  - Apply your creativity and ideas for improvement
  - Contribute to discussion and decisions on Board topics
- Experience Recommended**
- Management skills
  - Interpersonal skills
  - Communication skills (oral and written)
  - Organization skills
  - Computer skills: general navigation, document creation/editing, Google Drive