

Job Description

Ten Pound Fiddle Secretary

Meeting Minutes:

The board secretary is responsible for making, disseminating, and keeping a written record of all monthly LAFS Board meetings. Records include notes and recordings of meetings. Distribution of meeting minutes is via email and a copy will be maintained on the web site. Copies are sent to each board member and any member who requests a copy.

The secretary also is responsible for communicating with other organizations, sending thank-you notes, condolence and congratulation notes as requested by the board.

Elections:

The secretary is responsible for preparing, distributing, receiving and recording nominations and ballots for the annual Board of Director's election. Nominating petitions and ballots are sent to all LAFS members. The actual dates depend upon final concert and dance dates, but generally are:

March:

First week: Receive mailing labels from membership coordinator. Prepare nominating petitions, fold, label and stamp.

Second week: Mail nominating petitions. Place additional copies on gate table at concerts with a box to receive completed petitions. Petitions are due in 3 weeks.

April:

First week: Accumulate nominations that have been arriving at post office box and at concerts and prepare a final list of nominees for each office. Contact nominees and verify if they are willing to serve if elected – response required in 5 days.

Second week: Receive mailing labels from membership coordinator. Prepare ballots, fold, label and stamp and mail by April 15. Ballots are due in 3 weeks. Ballot boxes are available at all concerts and dances until due date.

May:

First week: Check post office box for ballots. At concert on due date, accumulate, tabulate and summarize election results – assisted by at least one other board member. At General Membership Meeting concert intermission, emcee presents results.