

## **Policy 5.3 – Secretary Duties**

**PURPOSE** – Provide job description, responsibilities, and guidance of the BCRP Secretary.

### **JOB DESCRIPTION**

The BCRP Secretary (Secretary) is a member of the Executive Committee (EC) and will assume the duty of clerical and administrative support to optimize workflow procedures in the BCRP Organization.

The Secretary will assist Executive Committee Officers (ECOs), Precinct Committee Officers (PCOs), Precinct Captains (PCaps), and Benton County Citizens by supporting them with the planning and distributing of information, except when specifically assigned to others. The Secretary will provide assistance as needed to the Communications Committee chair.

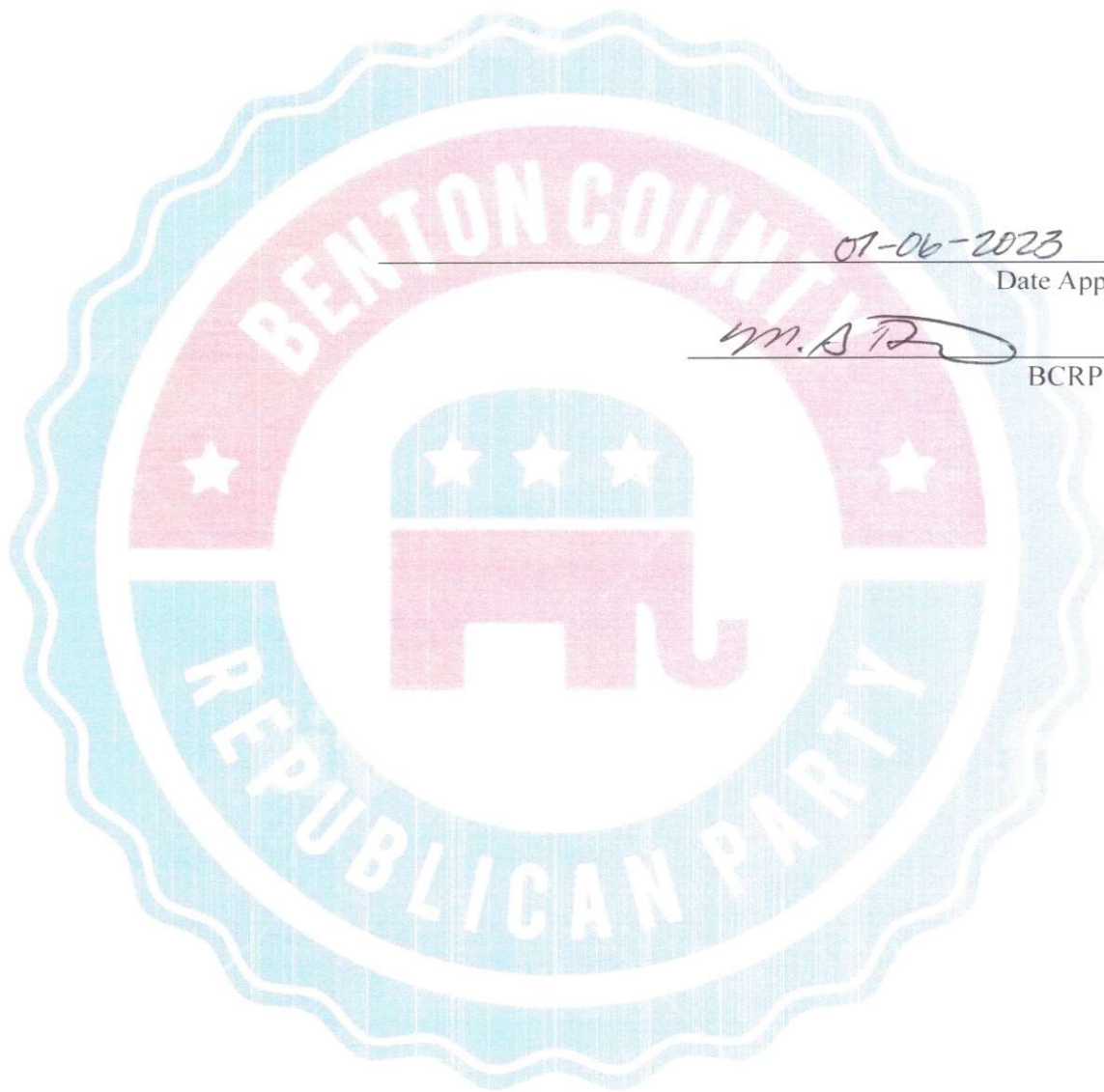
The Secretary will function as a point of reference for queries, requests or issues and will be an integral part of the BCRP's organization.

### **RESPONSIBILITIES**

1. Send to the Washington State Republican Party a list of the newly elected ECOs after the Organization Meeting.
2. The Secretary is secretary for the EC meetings and Central Committee (CC) meetings.
  - a. Prepare, prior to each meeting, an agenda showing in the exact order, under the correct headings, all matters approved of by the chair that are to be addressed.
  - b. On behalf of the Chair, send out to the membership any required notice of each meeting, known as the call of the meeting.
  - c. Provide copies of agendas and the previous month's draft minutes at the meeting entrance table at each CC regular meeting.
  - d. Provide the list of standing committee chairs to the Chair at the beginning of each CC meeting and provide copies of the most current agenda and the previous month's draft minutes to the Chair.
3. Retain meeting minutes, maintain the BCRP Members List current, and make the minutes and records available to members upon request.
4. Support and facilitate the completion of regular reports:
  - a. Meeting Minutes, in accordance with Robert's Rules and
  - b. Current BCRP Member Lists in accordance with BCRP Bylaws 5.3.6
5. Conduct the general correspondence of the organization -- that is, correspondence that is not a function proper to other offices or to committees. Prepare and distribute correspondence, memos, and forms except as otherwise provided.
6. Develop and maintain a filing system of electronic and printed materials so that any member may examine, upon request, the organization documents in accordance with BCRP Bylaws 5.3:
  - a. Meeting Minutes
  - b. Members List
  - c. Bylaws and Policies – including amendments
  - d. Committee Chair List
    - i. Standing Committees
    - ii. Ad hoc Committees

**RECOMMENDED SKILLS**

- Proven experience as a secretary or Administrative Assistant
- Familiarity with office organization and optimization techniques
- High degree of multi-tasking and time management capability
- Excellent written and verbal communication skills
- Integrity and professionalism
- Proficiency in MS Office software



01-06-2023

Date Approved

M. A. P.

BCRP Chair