

AMGA **Secretary**: Job Description and Timeline-

Responsibilities:

- Ensures the minutes of AMGA Board of Directors (BOD) meetings are accurate and maintained in the AMGA Google Drive.
- Ensures minutes of each monthly General Membership meeting is accurate and maintained in the AMGA Google Drive.
- Provides the BOD with minutes from the previous year's Annual General Membership meeting to be presented for membership approval at the Annual General Membership Meeting in January.
- Ensures the minutes for the Annual General Membership Meeting in January are accurate and maintained in the AMGA Google Drive.
- Sends AMGA correspondence as requested, including sympathy and thank you notes.
- Maintains association records in electronic versions and in conjunction with the President, serves as the custodian of AMGA records and all other documents required by law to be filed and saved.
- Ensures preparation and/or filing official reports required to maintain AMGA nonprofit status with the State of Alaska and the US Postal Service as may be appropriate.

Due Date	Task
2nd Monday of month	Attends BOD meetings. Review and edit AI minutes of board meeting; save minutes in appropriate file in the AMGA Google Drive. Provide link to minutes to President. President will include link in following month's meeting agenda for review and approval by Board Members.
3rd Monday	Attends monthly General Membership Meetings. Review and edit AI minutes; save in appropriate file in the AMGA Google Drive.
January	Provides link to the minutes of previous Annual General Membership Meeting to the President and BOD for review and presentation to general membership at current year's meeting. Attends Annual General Membership Meeting. Review and edit AI minutes; save in appropriate file in the AMGA Google Drive. Provide link to minutes to the President within one week of Annual Meeting.
February	Ensures the change of Board of Directors information is appropriately filed with the State of Alaska.
Ongoing	Ensures all other documentation required by any governmental agency is saved in the appropriate file in the AMGA Google Drive. Send correspondence as requested by the BOD.
As needed	Ensures documentation per State of Alaska and USPS or other governmental agency are filed as required.
Every Other yr	Ensures Biennial Report with the State of Alaska is filed every two years. (State entity number is 130881)