

NHLTA JOB DESCRIPTION

SECRETARY

Purpose:

The Secretary keeps records, takes minutes, handles correspondence and performs other duties as needed.

Specific Responsibilities:

- Record minutes of all NHLTA monthly meetings and all Executive Board meetings.
- Distribute draft minutes to members within 10 days after the meeting. After board approval, redistribute final copy.
- Maintain and archive all reports and materials provided to members at or in conjunction with the monthly Board meetings.
- Annually notify awards recipients and unsuccessful nominators.
- Notify the NH State Librarian of the name of the winner of the Dorothy M. Little award.
- Arrange for the copying of NHLTA materials related to the Annual Business Meeting (minutes, budget, agenda, etc.)
- Maintain a list of all NHLTA Board members with address, phone number, email address, and term ending date. List to include board liaisons.
- After June meeting/elections, or when updates are needed, send the list of the members of the Board of Directors and Liaisons to:
 - NHMA Administrative Services: nhlibrarytrustees@nhmunicipal.org
 - NH State Library Electronic Information Resources: Bobbi Slossar, Technology Consultant – bobbi.l.slossar@dncr.nh.gov
- Maintain archives and storage unit.
- Have all board members sign Conflict or Interest and Code of Ethics forms at the first in person board meeting after election. Hold forms until the following September.
- Send out correspondence as requested.
- Serve on the Executive Committee.