



EXPECTATIONS FOR THE SECRETARY OF THE BOARD OF DIRECTORS

Per the By-laws:

The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for the purpose; see that all notices are duly given in accordance with the provisions of these By-laws or as required by law; be custodian of the corporate records; and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these By-laws; keep a register of the post office address of each member which shall be furnished to the Secretary by such member; and in general perform all duties incident to the office of Secretary, and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

Responsibilities of the Office of Secretary:

1. Maintain the annual Conflict of Interest disclosure statements as required by the Organization's Conflict of Interest policy.
2. Maintained signed copies of the Whistleblower policy for all Board Members.
3. Oversee registration process in cooperation with the Treasurer.
4. Maintain chorus data, track attendance, and coordinate contact with absent chorus members.
5. Collect and process audience and singer survey data.
6. Write arts advocacy letters to government officials.
7. Maintain agendas and minutes for Board meetings.
8. Oversee the publication and disbursement of the annual newsletter.
9. Meet all requirements for general Directors as detailed in the "Expectations for the Members of the Board of Directors" document.

Adopted by the Voices of Omaha Board of Directors: March 7, 2015