



Secretary

Position Description
Updated Jan 2021

- 1) Attend meetings of the Bella Vista Bluebird Society (BVBBS) Executive Board; attend semi-annual (March & October) meetings and other BVBBS meetings as needed or requested by the president.
- 2) Record decisions and information taken during the board meetings, the semi-annual meetings and the Trail Boss/Box Builder meetings; prepare minutes and submit same to the president or coordinator.
- 3) Maintain a record of all minutes of the BVBBS meetings. When leaving the secretary position, turn over all such records to the BVBBS executive board.
- 4) Maintain the history book for the BVBBS kept at the Bella Vista Museum.