**BCH STATE SECRETARY**

**POSITION DESCRIPTION**

Mission: To maintain timely, clear, and accurate business records of BCH.

Why:

1. To accurately document past BCH business actions.
2. To guide BCH in future decision-making.
3. To support the BCH position in legal and business disputes with documentation.

Position Duties:

1. Record minutes of the Board of Directors, Executive Committee and General Membership meetings.
2. Distribute the minutes, or summaries, of meetings according to BCH rules.
3. Maintain the official BCH records to include but not be limited to:
4. Minutes of general membership meetings.
5. Minutes of Board of Director meetings.
6. Minutes of the Executive Committee
7. Long Range Plan
8. Key positions and motions.
9. Business agreements.
10. Studies and reports.
11. When requested perform research of past documents to determine what actions have previously taken place.
12. Perform tasks as needed under the direction of the President.
13. Document activities and assists in training and mentoring of a replacement before the replacement assumes the duties.