

# AMERICAN THEATRE ORGAN SOCIETY (ATOS)

## JOB DESCRIPTION

### SECRETARY

1. Takes, transcribes, maintains, and distributes minutes of the ATOS Board of Directors' Meetings and the Annual Membership Meetings, as applicable. Takes notes at the Member's Forum for further use, as necessary. Makes a recording of the meetings for purposes of preparing the minutes of the meetings. These recordings are for the use of the Secretary only and cannot be used for any other purpose or distribution.
2. Publishes announcements concerning the Annual Membership Meeting in the *THEATRE ORGAN* Journal in accordance with the timing specified in the ATOS Bylaws.
3. Keeps the corporate seal of the Corporation and affixes it to documents as required.
4. Maintains the "Desk Reference Binder" for the Board and Staff members, as applicable, based on inputs from the Board members, Committee Chairs, and changing situations within the organization.
5. Serves on other committees, as assigned.
6. Receives the results of the annual Board of Directors' election from the election teller and notifies Board and Staff members of the results as well to those nominated. Also provides a notice for the Journal of the results.
7. Provides an announcement of election results to newly elected Board members. Provides information about their responsibility for attending the next Board of Directors' Meeting, transportation and hotel reimbursement information and other things they need to know as being a Director-elect of the Board.
8. Ensures that the minutes of the Annual Membership Meeting are published in the *THEATRE ORGAN* Journal in the first available issue after the meeting, usually the Convention issue.
9. Maintains the official version of the ATOS Bylaws with amendments approved by the Board of Directors. Makes them available for publication to the membership at the direction of the Board. Provide a copy of the Bylaws to members should they be requested.
10. Maintains and publishes the policies of ATOS based on actions from the Board of Directors' Meetings.
11. Answers member correspondence or forwards the correspondence to an appropriate person for further action.
12. Receives and distributes mid-year and annual reports from the Board and Staff in preparation for the respective meetings. Maintains a copy as an attachment for the minutes.
13. Ensures that newly elected Board and appointed Staff members signs all required documents while serving ATOS. These are then kept on file.

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14. Serves on the Executive Committee along with the other Officers for the conduct of business of the organization.
15. At the pleasure of the Board, the Secretary has “pipe plaques” constructed and arranged for presentation to outgoing Board Members as their terms expire.
16. Maintains a comprehensive filing system for Chapter Charter Agreements, ATOS corporate documents, contracts/agreements, the official minutes of meetings, and general correspondence concerning the operation of ATOS.
17. The Secretary is NOT a “Corresponding Secretary” in that letters and other correspondence are prepared and sent by the person involved. Depending on the nature of the communications, the Secretary may or may not have to maintain a copy for the files.
18. Maintains a “Directory” of members of the Board, Officers, Staff, and Committee Chairs with address, phone, and e-mail information.
19. Maintains a file of the nomination packages from each year’s election which includes the bio statements and photos for reference. Also maintains the official copy of the election results.
20. Maintains the official files of the organization including but not limited to incorporation documents, tax exempt numbers and other tax information for use when requested.
21. Prepares draft agendas for the Board of Directors’ Meetings, Annual Meetings, and Banquets or Awards Ceremonies for review and final publication for the persons responsible for the conduct of those meetings.
22. Reports the Board actions throughout the year to the members at the Annual Membership Meeting.