

Duties of the Secretary of the Organization of Bar Investigators (“OBI”) is a two-year term. The Secretary participates in Board meetings as a voting member. The Secretary will manage board meeting minutes by setting up conference calls for the board meetings, send out notices to the board members of the upcoming meeting, draft minutes to be reviewed by the board. At the Board meeting, after the motion to incorporate the minutes are approved, send a copy of the finalized minutes to the website contractor for importing to the website. The Secretary is responsible for ensuring that accurate and sufficient documentation exists to enable persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, the Secretary records minutes of meetings, ensures their accuracy, and availability and performs other duties as the need arises. The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes should include at a minimum: • date, time; • list of those present and absent; • list of items discussed; • list of reports presented; • text of motions presented and description of their disposition. Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made. Minutes should include summary of discussion, rationale for decision, names of those participating in the discussion.

Additionally, the secretary should be knowledgeable of the organization’s records and related materials, providing advice and resources to the board that will assist them in fulfilling their duties. A secretary will be most useful to an organization when his or her role is catered to meet the unique structure and needs of the organization, rather than filling a “one-fits-all” job description. Duties may additionally change from time to time as may be assigned to him or her by the board.