

**TOPEKA LITERACY COUNCIL**  
**Board Secretary Job Description**

**POSITION TITLE:** Secretary

**REPORTS TO:** President

**TERM OF OFFICE:** Two years; may be elected for additional two-year terms, subject to the will and pleasure of the Council. Election is at the June meeting, tenure of office to commence with installation immediately following the election.

**DUTIES:**

- A. Record minutes of the regular meetings of the Topeka Literacy Council Board of Directors and Executive Committee, and report the actions at the regular meetings.
- B. Keep the official copy of all minutes in a notebook which shall be the permanent record for the Council.
- C. Perform those duties usually associated with the office.
- D. Serve as a member of the Executive Committee and of the Board of Directors of Topeka Literacy Council.

(3/2024)