



DIABLO NUMISMATIC SOCIETY
JOB DESCRIPTION FOR THE POSITION OF
SECRETARY

SKILLS NEEDED

- Typing with accuracy
- Proficient in record keeping – both paper and electronic
- Proficient with MSWord, Excel, and PowerPoint
- Able to use pdf converter programs where necessary

RESPONSIBILITIES

- Maintains accurate records on members, i.e., name, addresses, phone numbers, email addresses
- Records board and club meetings accurately and distribute appropriately
- Ensures meeting notifications, agenda, and minutes are sent to appropriate parties
- Ensure that Club financial status and internal operational issues are kept confidential and are not divulged to outside individuals or groups unless compelled by legal requirements
- Ensure the security of all Club records, including maintaining a back-up copy in an off-site location
- Ensure the timely filing of any and all Federal/State forms and fees
- Assumes the Club leadership role when the President and Vice President are unavailable
- Maintain the Club's Corporate Records:
 - a) Corporate charter issued by California Secretary of State Articles of Incorporation
 - b) Corporate bylaws and all amendments Federal/State Nonprofit Certifications
 - c) Federal/State Employer Identification Numbers (EIN)
 - d) Name and legal address of organization
 - e) Corporate Resident Agent and legal address
 - f) State of California annual filings:
 - 1) Annual list of officers, directors and agent required forms
 - 2) Annual budget and other financial statements
 - 3) Supports annual audits of financials

- 4) Well versed as to where the clubs financial accounts and hard assets are stored
- 5) Annual inventory of all club equipment and its storage location
- 6) Maintains Corporate contracts, promissory notes, and insurance policies