

PENNSYLVANIA FARM BUREAU POSITION DESCRIPTION

COUNTY SECRETARY

FUNCTION

The primary function of county secretary is to maintain the official records of the county organization.

RESPONSIBILITIES

- Maintain and preserve the official county minutes, records, documents and reports
- Record motions and other official actions taken by the board at board meetings
- Record names of board members present and absent
- Record the names of board members who request their names be recorded in any vote against a motion
- Indicate that a quorum of the board was present
- Prepare copies of board minutes and distribute to each board director
- Secure approval of minutes as accurate or corrected
- Notify PFB of all changes of county board members and committee members
- Prepare and send official correspondence
- Work with president to provide an agenda for each meeting
- Keep careful record of business meetings, including the exact wording of motions
- Assist with preparation of the program plan and the budget
- Maintain monthly record of activities for the Recognition and Awards Program
- Read any papers or correspondence as requested by the assembly
- Authenticate all personal records by personal signature
- Carry out duties promptly and reliably
- Be willing to participate in training programs and continue to learn on the job

BASIC REQUIREMENTS

- Member of Farm Bureau
- Good organizational skills
- Good writing skills
- Understands Farm Bureau structure and how it functions

TRAINING

Secretaries are encouraged to take advantage of training offered through PFB, including the Leadership Development Units.

RESOURCES

- County President
- Regional Organization Director

The county secretary is responsible to the Board of Directors.

The term of office is generally one year unless otherwise specified in the county by-laws.

