

2019-20 TMC(C) Corporate Secretary job description

This report includes a condensed summary of the duties of the Corporate Secretary.

Corporate Secretary Duties:

The Corporate Secretary serves under the direction of the President and pursuant to section 53 of The Monday Club bylaws will have duties which include but may be not limited to the following:

- Prepare two monthly Deposit Reports (TMC and TMCC), categorizing all funds that were added to each bank account, for presentation at the board of directors and general membership meetings. This includes both cash and check deposits made by the Corporate Secretary as well as credit card payments made on our website. A hard copy is posted at the general meeting, but not posted separately to the website as it is incorporated in the General Meeting Minutes and the Treasurer's reports.
- Collect and deposit all checks and cash for TMC and TMCC.. This includes but is not limited to: member dues, monies received for fundraisers, general meeting luncheons, other Club events, general donations, memorial donations, and Capital Campaign donations.
- Provide the Treasurer with a record of each deposit in a timely manner. This will include copies of all checks in the deposit, a total amount (including cash) of the deposit, date and designation (TMC or TMCC) of the deposit, a distribution of the total amount to appropriate categories (ex: Raising a Reader, Capital Campaign) with the corresponding deposit slip stapled to it.
- Review all Bank statements and Property Management statements, as well as the Affinipay credit card statement.
- Bill those members who made a reservation for lunch meeting but failed to attend if they did not pay on our website.
- Retain the PO box key and retrieve all mail. Mail is opened in the presence of the Treasurer or President. Then distribute the mail to appropriate recipients in a timely manner.
- Retain the Affinipay device to accept credit card payments in person at fundraising events. Also retain the password for its use and download the Affinipay app on an electronic device. Act as head cashier for fundraising events, coordinating with the fundraiser chair and recruiting additional cashiers to assist you.
- Collect all membership dues. Coordinate with the Membership Chair during this process. Record dues payments to the website via Wild Apricot. This continues throughout the year as new members join the Club, with the membership renewal period beginning March 1.
- Write thank you letters to donors that need to be written when general, specified, or memorial donations are made.
- Write and submit newsletter articles if needed.
- Maintain and update your notebook with copies of all deposits, important club documents, the current budget and bank statements, annual calendar.
- Maintain a spreadsheet of Capital Campaign donations and a report for "100 Women for 100 Years" program. Update these whenever new donations come in. Provide the

information on new donors, or changes to the donation level, to the President for inclusion in our monthly newsletter donor list.

- Provide all fundraising and committee chairs, as well as the luncheon coordinator, with tally sheets for monies they receive during events. Receive funds from them after each event with a signed tally sheet attached. Recount the funds in the presence of the person who tallied and sign the sheet confirming the amount. Include tally sheets in deposit records.
- Ensure that all agendas and minutes to the board of directors meetings as well as general membership meetings are uploaded to the website, and a notebook of all hard copy agendas and minutes is placed in the TMC office at year end.
- Submit newsletter articles as appropriate.
- Maintain and update the Corporate Secretary notebooks for TMC and TMCC with copies of all deposits, important club documents, the annual budget, calendar, bank statements, etc. At year end, place these notebooks in the TMC office.