

Olmsted Society of Riverside

Executive Board Secretary

Job Description

Overview

The Olmsted Society of Riverside (Society) is a non-profit volunteer organization founded in 1968. In 1868, landscape architect Frederick Law Olmsted and his partner, Calvert Vaux, were commissioned to plan a unique community just west of Chicago, Illinois. The result was Riverside, a beautiful community along the Des Plaines River, complete with curving lanes, abundant greenery, and gas streetlights. The Society greatly appreciates the willingness of its members to serve in various capacities and whose volunteer spirit makes the Society what it is today.

Mission Statement

The Olmsted Society of Riverside is dedicated to sustaining Olmsted's vision for Riverside for generations to come. Its members are guided by his concern for humanity, nature, sense of community and the innovative and thoughtful essence of his work. The Olmsted Society invites residents and visitors to join us in learning, protecting the environment, and preserving our cultural and physical heritage.

Secretary Position, Term and Responsibilities

The Society Secretary is an elected position for a term of one year, with the ability to stay in the position for up to 3 years. The Secretary plays a critical role in capturing communication during each Society's monthly meetings. The Secretary works closely with the Executive Board and Committee Leads on communicating the current progress of each activity.

Board Meetings

The Secretary will provide an accurate recording and distribution of the minutes of the Society's no less than nine (9) meetings in each calendar year, each meeting shall be held in a different month.

Olmsted Society of Riverside (Society)

www.olmstedsociety.org

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Major Responsibilities of the Secretary

- Is a member of the Board of Directors, in good standing
- Understand the policies, procedures and By-Laws of the Society
- At board meetings provide support and promote active discussion of topics through a collegial and constructive exchange of ideas.
- At each board meeting, determine and confirm that a quorum exists to conduct business based on the requirements in the Society bylaws.
- Provide an accurate recording and distribution of minutes of the Board of Director meetings and the Annual meeting. The minutes should reflect the format and the level of detail that the Board has determined appropriate. At a minimum, the minutes should include the date, time and location of the meeting and a list of those present. Minutes should provide sufficient information to allow absent directors and members to understand what issues were discussed and what decisions were made.
- Prepare draft minutes and distribute in an email as PDF to the Board Members
 - Distribute by the 21st of the month of the meeting (except for the Annual meeting, in which case distribute within 21 days of Annual meeting)
 - Request in the email that corrections/revisions be sent to the Secretary so that a revised PDF can be distributed prior to the next meeting
- Maintain and keep current the Society Board of Directors roster/contact list, as a Word document and/or an Excel document
 - The list may include name, contact information, appointment date, terms of appointments and Board Member biographies
 - Distribute following the annual meeting based on voting and any changes
 - Distribute after any change in roster and/or contact information throughout the year
- If the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the Secretary's responsibility to find and alternate or substitute for that day. It is still the Secretary's responsibility to communicate the finalized minutes back to the Board.
- In September, attend a meeting scheduled by the Treasurer with the Executive Board for a pre-budgetary discussion, to start the budget planning for the following year

January 2025

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