

## Dubuque Women's Leadership Network

Position	<b>Executive Board – Secretary</b>
Term	Two (2) Years
Tenure	Can serve up to three (3) consecutive terms, assuming the President-Elect, President, and Past President as one (1) term
Updated	January 2023

1. This position attends every monthly Board meeting. A minimum of nine (9) are required per year. If, for any reason, she cannot attend the Board meeting, she should pass on any pertinent information to another Board member to bring to the meeting.
2. This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
3. The Secretary records in detail the minutes of each Board meeting and distributes them to the Board in a timely manner, making changes to the minutes as necessary. If she is unable to attend a Board meeting, she decides with another Board member to take minutes and distribute minutes to the Board.
4. The Secretary utilizes the WLN computer to track all minutes, stores the WLN computer, and makes it available to board members as needed.
5. The Secretary handles all official correspondence, except that which is covered by other Board members. She is responsible for monitoring WLN's PO Box and distributing mail as necessary.
6. The Secretary, with Board approval and with the assistance of the Member at Large, decides to be represented at various community events. This may include, but is not limited to, TH Salute to Women, Chamber PMs, etc. This position is responsible for signage, giveaways/drawings, booth set-up, etc, for such events.
7. At the end of her term of office, this position will turn over all documents, files, etc, pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).

2023-2022 Kate Ahlers

2021 - 2019 Jill Gogel

2018 Kelly Nielsen / Erin Sieverding

2018-2016 Kelly Cooper

\*2017 saw a change to calendar year 1/1 – 12/31 from fiscal year

2016-2014 Kelly Cooper

2014-2012 Kelly Cooper

2012-2011 Zoe Houlihan

2011-2009 Carrie Cannon

2009-2007 Carrie Cannon

2007-2005 Heather Junblut