

Responsibilities of the Metamora Park Board Secretary

Agenda and Meeting Minutes

- One week before each meeting, put out a request for topics of discussion. Based on feedback, put together an agenda.
- Post the agenda at the Park District office, the website, and at the location of the meeting at least 48 hours beforehand.
- Type the meeting minutes of regular and special meetings and distribute copies at the following meeting for approval.
- Post approved meeting minutes on the website in a PDF format within 7 days of approval.
- Schedule a semi-annual review of executive session minutes at the February and August meetings for consideration of release.

Board Records

- Set board meeting dates for the year at the December meeting and post them to the website.
- Sign and date (along with the president) the approved agenda and minutes. File all monthly materials into a file folder.
- Keep track of any Ordinance numbers that begin each year with the Budget Ordinance in September.
- Maintain board member OMA certification certificates.
- Keep the board contact info updated and distributed to board members.

Miscellaneous

- Complete OMA and FOIA officer training. Submit certificate of completion to the Park Board and keep track of any FOIA requests.
- File documents with the Woodford County Courthouse as needed.
- Check the secretary email regularly.
- Other duties as assigned by the Park Board.