**SECRETARY DUTIES**

**Medical Partners**

**Secretary Duties**

**Membership Forms:**

* keep track of memberships on the googledoc titled:  **Medical Partners Membership Directory**
* checks go to treasurer (mail them to her if you don’t see her frequently)
* at the welcome brunch **ALL** members (**old and new**) need to fill out a membership form so we can keep better track of members on the spreadsheet and in the email account
* add a tab to the member spreadsheet for the new year (in google docs) and add current members
* Send another email in late summer asking for any updates from members (have they moved, had a baby, etc.) then delete all those who have graduated or moved so you have a more current list.
* In October send an email to all who haven’t paid dues and let them know that you will be marking them as inactive and removing them from the email and evite lists, but that they can rejoin at any time if they wish to.
* You will need to email the web editor (Traci Boyle traci.l.boyle@gmail.com) and have her change the membership form on the website to have your name and address on it.

Medical Partners **Email Account**:

* Medical\_partners@hotmail.com PW: spouse
* Iowamedicalpartners@gmail.com PW: IowaSpouses
* Make sure all current paid members are in address book
	+ when I add new members, I send them an email confirmation.  There is a draft of the email in the drafts folder.
* Send out email in June to see who is leaving and no longer needs to receive emails
* I created a group called members so you can just update that and also the officer group

Medical Partners **Evite Account:**

* keep contacts up to date
	+ log in:  iowamedicalpartners@gmail.com
	+ pw: IowaSpouses ?

Medical Partners **Google Docs Account**

* has all the documents we need for MP
* go to [www.google.com](http://www.google.com) and sign in
* account name is Medical\_partners@hotmail
* password:  spouses1

**Facebook:** approve/invite members to group

**Officer Meetings**

* type the minutes for each meeting (you can make a copy of the previous meeting’s google doc and then re-name it and update it with the new information