

PGO Board of Directors

To educate, support research, and improve quality of life for persons with Parkinson's disease.

Position: Secretary

Description: Voting member. Volunteer, unpaid.

Term Limit: 2 years

Duties & Responsibilities:

- Schedule regular board meetings.
 - PGO Board meetings are held the first Monday of each month at 5:30 PM via Zoom. Quarterly, the board meetings are held in-person at predetermined locations. All aspects of coordinating and scheduling for the online platform and in-person meetings are overseen by the Secretary.
- Record and distribute board meeting minutes.
 - Notice of the meetings along with accompanying agenda item documents are sent out by email one week prior to the scheduled meeting date and the morning of the scheduled meeting date.
 - Attend monthly meetings and record meeting minutes. Minutes will be submitted into the PGO Drive as a Word document within one week after the meeting date.
- Maintain accurate records and ensure organizational compliance.
 - Ensure all critical documents are organized, safely stored, and readily accessible to all board members. All PGO documents are stored in the PGO Drive.
 - The Secretary will be familiar with the PGO By-Laws and be prepared to call attention to policies and procedures during board meetings and decision-making processes to ensure that the board is transparent, ethical, and compliant.
- Manage internal and external correspondence.
 - Record all donations and mail/email thank you tax letters to donors within two weeks of receiving notification of the donation.
 - Mail/email thank you letters to sponsors within two weeks of receiving notification of the sponsorship.
 - Check PGO post office box once every 3 months.
- Track board member terms and ensure information is up to date.
 - Oversee all aspects of the PGO Board of Directors Contact List and ensure all members' information (name, phone number, email, and term dates) are listed and up to date on a monthly basis.
 - Record and monitor member attendance. PGO Board members shall attend at least 75% of the board meetings held (absent no more than 25% of the time). Notification will be sent to the President of members who are not meeting this attendance rate.
 - Notice of a member's term ending will be sent out by email one month prior to the term end date.
 - Orient new members and help them understand board dynamics and their roles within the group. Provide new members with access to the PGO Drive.
- Assist and participate in PGO related events.
 - In support of PGO, board members shall attend/participate in at least one community event per year. Events include but are not limited to:
 - Parkinson's Resource Fair
 - Trivia Night Fundraiser
 - Pound the Pavement for Parkinson's 5K Walk/Run