

# **LPCO State Board Secretary Position Description**

## **Overview**

The Secretary is one of the four Officers of the LPCO and also serves as a Director on the State Board. This elected position is central to maintaining transparency, accountability, and continuity within the Party. The Secretary ensures accurate records of Party business, manages official documents, and facilitates communication between the Board and membership.

## **Key Responsibilities**

### Record-Keeping & Legal Duties

- Serve as the recording secretary for all legal purposes.
- Record the exact language of every main motion and amendments that substantially alter meaning.
- Record the names of the maker and seconder for each motion.
- Record roll-call votes for motions and amendments with objections.
- Maintain custody of official Party records, including bylaws, standing rules, and amendments.

### Calendar & Deadlines

- Maintain a Party calendar of all deadlines required by the bylaws and by the Colorado Secretary of State.
- Post deadlines within 60 days of their due date in accordance with Board's Standing Rules.
- Include a calendar deadlines section in the Secretary's monthly report.

### Agenda Management

- Collect agenda items for Board meetings.
- Publish the agenda to the Board and membership through official channels.

### Convention Duties

- Receive and manage official notices for announcements at the Convention.
- Ensure notices are in acceptable electronic or legibly printed format and properly signed.
- Post draft Convention minutes to the Party website within 60 days of adjournment for member comment.
- Ensure Convention minutes are approved by the Board within 90 days of adjournment.

### Board Participation

- Attend all Board meetings and actively participate in discussions and decision-making. Board meetings are currently held during the evening on the second Monday of each month.
- Support the Chair and Projectionist by ensuring proceedings do not outpace record-keeping.

- Receive reports and materials in acceptable electronic formats for permanent recordkeeping.

### **Qualifications**

- Must be a sustaining member of the LPCO. To be a sustaining member you must be registered as a Libertarian in Colorado and either be a lifetime member of the National Party or have paid annual dues of \$25.00 to the Libertarian Party of Colorado.
- Agree to sign the Statement of Principles of the National Libertarian Party and a statement disavowing the initiation of force to achieve political or social goals.
- Strong organizational and record-keeping skills.
- Ability to write clearly and concisely.
- Familiarity with parliamentary procedure (Robert's Rules of Order preferred).
- Commitment to the principles and mission of the Libertarian Party.
- Prior administrative or secretarial experience is beneficial.

### **Term & Election**

- The Secretary position is a 2-year term and is elected at the LPCO State Convention in even-numbered years.
- The Secretary may be re-elected for consecutive terms.

### **Impact**

The Secretary ensures the Party operates with transparency, accuracy, and procedural integrity. By safeguarding records, managing deadlines, and facilitating communication, the Secretary plays a vital role in advancing liberty and strengthening the organizational foundation of the LPCO.