

LGBT History Project of the LGBT Center of Central PA

**Located at Dickinson College
Archives & Special Collections**

<http://archives.dickinson.edu/>

Documents Online

Title: Lily White & Company Job Advertisement

Date: 1993 to 1994

Location: LGBT-043 Lily White & Company Collection

Contact:

LGBT History Project
Archives & Special Collections
Waidner-Spahr Library
Dickinson College
P.O. Box 1773
Carlisle, PA 17013

717-245-1399

archives@dickinson.edu

Recording & Correspondence Secretary

Officer on the Board of Directors, 2 term limit, elected by Board members (see Article V, Section B).

Take and transcribe minutes of all meetings; present minutes to Board for review; make corrections; distribute corrected minutes to Board and all interested members.

Prepare letters for Board business as directed by the Board of Directors.

Maintain masters of letterhead and art work for Board of Directors materials. Distribute as appropriate.

Maintain masters of "official" art work for Committees. Distribute as appropriate.

Hold in trust all official file records of the Company (correspondence, minutes, legal files, archived fiscal records, and so on), excluding current fiscal records, as per retention policy of the Board of Directors. (This shall include physically maintaining records until such a time as the Company has a "permanent" home.) Purge obsolete records as per retention policy of the Board of Directors.

Make copies of archived records as needed for approved Board business.

Assist legal and fiscal consultants with any reviews/audits of Company documents.