



Job Title: Secretary

Responsible to: The President

Qualifications:

- Directors general qualifications
- Ability to take and transcribe notes for minutes of Board meetings
- Working knowledge of proper spelling, grammar and punctuation
- Ability to communicate effectively both orally and written
- Ability to be self starting and enlist enthusiasm of membership

Job Summary:

- Responsible for minutes of all Board Meetings
- Custodian of all Club legal records

Duties and Responsibilities:

- Serves on the Executive Committee
- Keeps attendance records at Board meetings
- Takes minutes at all Board and Executive Committee Meetings
- Present a typed copy of the minutes to each Board member within 7 days after the meeting. Sending a copy via e-mail or US Mail fulfills this requirement.
- Custodian of Club's official stationary
- Review, record, and mail Club correspondence keeping one copy in the Club files. The President signs all correspondence.
- Custodian of all Club legal records, such as, but not limited to:
 1. By-Laws
 2. Newsletters
 3. Contracts
 4. Minutes of meetings
 5. Correspondence

Note: All Club Records of all types must be kept indefinitely. Do NOT dispose of any of them. Club records are passed on to the incoming Secretary of the new BOD.