



## **Secretary Position Description**

### **Overview**

The Secretary keeps a true and accurate documentation of all meetings and records as pertain to the club.

### **Responsibilities**

- Takes minutes at the monthly membership meetings, board meetings, and other official club meetings as needed.
- Publishes the monthly meeting minutes for member review prior to the next monthly meeting.

### **Skills/Abilities Required**

- Excellent written communication skills including grammar and spelling
- Ability to accurately transcribe meeting minutes
- Good attention to detail
- Discretion with club information
- Basic computer skills including email and MS Office (Word, Excel, PowerPoint)

- Familiarity with Robert's Rules of Order