

Secretary

Position Description

Overview

The Secretary keeps 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

Effective 01/01/21