



SECRETARY JOB DESCRIPTION

Position Summary:

Secretary is responsible for maintaining accurate, written records of Committee meeting minutes.

Accountable to:

Event Chair(s)

Responsibilities:

- Maintain a record of attendance for each Committee meeting
- Record and prepare the minutes of all Committee meetings
 - All records should be kept in binder to be passed on for next year – notes should be used a reference for past procedures and decisions
- File and prepare for the Historian:
 - A list of current Committee members
 - Copies of all publications
 - Approved minutes of all Committee meetings
- Attend majority of Committee Meetings
 - If you cannot attend a Meeting, please inform the Chair in advance
- Make announcements, as needed
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as requested by the Chair(s)

Revised 11/2014