

	Policies and Procedures		Policy #
	Name: Job Description – Secretary (Board)		2003-010
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SCOPE

The following outline the various tasks and responsibilities that are to be undertaken by the Secretary of the Club. The Secretary is expected to carry out these responsibilities; however they may delegate certain activities to other club members when support and assistance is required.

DEFINITION

The Secretary shall:

- Take all minutes at all meetings of the Board and general meetings of the membership.
- Plan and organize certain social events (with a committee).
 - Plan for annual banquet (September).
 - Set menu, confirm DJ, decorations, helpers, etc.
 - Plan for Christmas party (early November)
 - Decide where, what and when.
 - Book party and plan food.
 - Organize food drive, pizza orders, etc.
 - Consider invitation wording so that swimmers families are invited, but only the swimmer eats for free.
- Ensure that Off the Block is published frequently (supported by 2-3 members).
- Address all general correspondence to the Board of Directors.
- Book meeting rooms for general meetings of the club membership (December for January and May for June).
- Advise membership of such general meetings according to the By-laws.
- Remind all board members that written submissions are required for the general meetings.
- Remind the board that they should be considering next year's training camp (Christmas now for Christmas following).
- Remind board of nominating deadlines and ensure that Nominating Committee forwards names in a timely fashion so as to provide notice according to By-laws.
- Plan any year-end parties if requested, though they are generally done within each swim group.
- Assist coaching staff with bulletin boards, ensuring that all bulletin boards are current and that stale items are not left posted. Post new information as required.