## A close-up of a logo Description automatically generated

## Secretary (executive, elected)

**Job Description**

The Secretary is responsible for communications at the Club and the recording of the minutes at the board meetings. These duties include:

* Send reminders of the meetings to the executive members and distribute meeting agendas.
* Prepare any of the pre-meeting minutes or other materials and distribute them to the executive members to review before the meeting.
* Taking the attendance at the board meetings.
* Taking the minutes at the board meetings.
* Taking the minutes at the AGM.
* Distributing meeting minutes and other materials as required.
* Handling any other correspondence on behalf of the club.
* Assisting with other Club tasks / events as requested.

**Length of Term:** 2 years **Vote:** yes