



## Job Description

### Secretary

#### DESCRIPTION

This position is responsible for all record keeping for the board and handling of communications on a day to day basis for the league.

#### RESPONSIBILITIES

- Collects various board members agenda items for board meetings
- Sets agenda for board meeting
- Sends agenda to board members before meeting
- Takes vote for past meeting minutes
- Takes minutes at the meeting
- Writes out minutes and submits to board for approval
- Helps organize, read, forward emails for the league
- Sends out weekly emails from coaches or coordinators to the families

#### SUPERVISION

Reports to Board President

#### OTHER FUNCTION STATEMENT

Essential and other important responsibilities and duties may include but are not limited to the following:

- Keep Records and emails for all votes and any important action items, changes, and CLS issues between meetings to consolidate and send to the rest of the board to keep everyone informed of all updates
- Collect votes on action items between meetings and notify members of final vote
- Keep Records and emails for all votes and any important action items, changes, and CLS issues between meetings to consolidate and send to the rest of the board to keep everyone informed of all updates

#### QUALIFICATIONS NEEDED

- Organized record keeper
- Good understanding of gmail (group emails, folder organization, etc.)
- Good communication skills