



Skiwi Ski & Social Club SECRETARY JOB DESCRIPTION

RESPONSIBILITIES

- 1) Recording the minutes of board meetings, including motions, suggestions, discussions.
- 2) Writing and mailing of any official club correspondence.
- 3) Has one vote on the board of directors.
- 4) Attend all general and board meetings.
- 5) Fulfill all duties as assigned by the president.
- 6) Be current on all club procedures.
- 7) Be familiar with all club events and activities.

PROPERTY

- 1) Maintain complete record of prior year's minutes and any club correspondence