

SECRETARY

Duties and Responsibilities

- Shall keep record of business transacted during all General and Regular Board meetings of Theatre West.
- Shall prepare the minutes, and make available to the membership through the website.
- Attend all Board and General Membership meetings.
- Seek approval of Board meeting minutes from Board members and send to the webmaster to place on the webpage.
- Seek approval of September and March General Membership meeting minutes from the president and send to webmaster to place on the webpage.
- Attend mandatory Recreation Center club officer meetings.
- Receive all correspondence for reading at Board and General membership meetings.
- Write all correspondence on behalf of the Board.
- Assist in crafting and writing all policies and procedures.
- Must be familiar with Word, email and occasionally Excel.
- Secure all votes by mail, attach to the minutes and ensure all votes by mail are ratified at the next meeting.