

**Subject: Job Description - Board**

**Developed Date: 8/29/2020**

**Policy Number: 2**

**Review Date: 5/5/2022**

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**Job Title:**

Secretary

**Reports To:**

President

**Job Overview:**

Enhance effectiveness by providing information management support.

**Responsibilities and Duties:**

- Voting member
- Send notices for various meetings.
- Meeting minutes and roll
- Provide agenda.
- Update website with meeting minutes, dates/times/locations of meetings
- Responsibility of Rec email

**Tasks:**

**Type:** Volunteer

**Term:** Minimum two years