Roseville Community Band

Position Title: Secretary

Date Revised: 06/13/2023

Position Summary: The Secretary is elected to office by the Band membership for a one-year term beginning on January 1st following the election. The Secretary shall keep an accurate record of all meetings and perform other duties delegated.

Job Duties/Responsibilities:

1. Record minutes at all meetings of the Council and full band membership.

2. Send minutes to RCB webmaster and Parks and Recreation contact at Roseville City Hall if requested.

3. Maintain and publish band roster. This task may be delegated.

4. Perform other duties as requested by the Council or Band director.

5. Train successor.