

JOB DESCRIPTION - *SECRETARY*

RESPONSIBILITIES

- Record, manage reviews, obtain approval, and distribute minutes of all meetings of the Board, Executive Committee, and General Membership.
- Maintain attendance records of Board members at meetings and Club Dances.
- Maintain attendance records of all people attending the Annual General Membership Meeting.
- Maintain custody of all records of the Club including Bylaws, meeting minutes, E-Votes, and Club correspondence.
- Maintain and publish master calendar.
- Handle Club correspondence, including thank you notes for donations.
- Conduct Club business between meetings and report such activity back to the Board
- Be a signatory on the Club's bank account(s).

SPECIAL SKILLS

- Ability to accurately record, summarize, type, and distribute minutes of meetings.
- Ability to solicit comments and manage approval of meeting minutes.
- Ability to meet deadlines.
- Able to communicate well.

BENEFITS

- Play an active role in setting the direction of the Club.
- Increase awareness of the impact of the organization's decisions on the community.
- Accomplish group goals that exceed the abilities of an individual.
- Work with individuals of diverse backgrounds.
- Expand knowledge of group dynamics and relationships.
- Build relationships with other dancers.

If you want more information about this position, feel free to contact a former Secretary:

Brooke Frances

really.brooke@gmail.com

Wanda Tong

happywcdancer@gmail.com