

IWCNE Secretary

Purpose of the Position

The Secretary is an Officer of the club and responsible for taking and distributing Executive Board minutes and maintaining official club records.

Duties

The Secretary:

1. Takes minutes at monthly Executive Board meetings and distributes them via email in a timely manner to each Board member.
2. Make corrections to the minutes and updates them as needed.
3. Presents highlights of the minutes to the Newsletter Editor.
4. Keeps a correspondence file.
5. Keeps all minutes, Treasurer reports, and other official club correspondence in a single location that is easy for the President and other Officers to access as needed.
6. Writes correspondence on behalf of IWCNE as needed.
7. Ensures club stationery is on hand and available to Board members on request.
8. Attends Executive Board meetings and gives the Secretary Report.