



## Sun City Peachtree Softball Club

# Job Description

<b>POSITION:</b>	Club Secretary (Board of Directors)
<b>REPORTS TO:</b>	Membership
<b>TERM:</b>	Elected by membership to serve annually, calendar year January 1 through December 31. May serve no more than two consecutive years as outlined in club by-laws.
<b>JOB DUTIES:</b>	<p>The responsibilities of the Club Secretary shall include (cf. By-Law III.E):</p> <ol style="list-style-type: none"><li>1. To keep a full and complete record of the Club meetings and the Board meetings. If the Secretary is not present the presiding President will appoint an acting Secretary.</li><li>2. To prepare and mail such notices as required by the Club By-Laws and which the Board deems necessary for the notification of members; and to maintain the official correspondence of this Club.</li><li>3. Other than financial records, maintain all Club records including the By-Laws, amendments to the By-Laws and meeting minutes for both Board meetings and other Club meetings.</li><li>4. Co-sign checks issued by the Treasurer as required.</li><li>5. Serve as the liaison between the Board and Club committees as assigned by the Board.</li><li>6. Other duties as assigned by the Board of Directors.</li></ol>
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. Current membership and in good standing in the Softball Club</li><li>2. Past administrative experience a plus</li><li>3. Good organizational and communication skills</li><li>4. Public speaking ability</li><li>5. Work well with others</li><li>6. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus</li></ol>