

Newcomers Club Job Descriptions

Secretary

The secretary for Newcomers Club is an officer of the board whose primary role is to maintain the board minutes and other designated records per request of the board. This position requires the secretary to record and prepare the minutes at every board meeting attended. The board should expect the secretary to distribute copies by email in a timely manner prior to the next scheduled board meeting to allow for accurate review for approval at the next board meeting.

These minutes stand as a record of the board's actions and decisions and are considered legal documents for the organization.

The secretary can handle any correspondence that is 'designated by the board' to be done such as thank you letters for donations, any sponsors, and to program participants.

The bylaws, if any, should describe the secretarial role and other responsibilities. If needed, the secretary may handle legal documents such as articles of incorporation, bylaws, and letters received as described in the bylaws.

Qualifications:

Familiarity with the organization known as Newcomers and its function within the HHP Community

Familiarity with the organizations norms and values

Detail-oriented and organized

Word processing skills with access to computer and email