

## **QSC SECRETARY DUTIES**

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**BY-LAWS – SECRETARY:** The Secretary shall correspond and receive correspondence pertaining to the club, and shall prepare and post minutes of each club meeting. Secretary shall also take and maintain attendance records of the regular club meetings. The Secretary shall be responsible to maintain an event schedule for all club meeting areas.

### **OVERALL**

- Attend both monthly General Membership & Executive Board Meetings
- Create and distribute Agendas for all General Membership and Executive Board meeting
- Take minutes at all Executive Board Meetings and General Club Meetings
- Record and track attendance at all General Membership Meetings
- Manage and update calendar with events/meetings as requested
- Manage and put together Quarterly Newsletter with information that is sent to you by board members, coaches, etc.
- Newsletter Coordinator exists, Secretary has oversight
- Coordinate Public Relations
- Coordinate the Annual Awards Ceremony, i.e. manage food with Snack Stand Chair, Program Book and Agenda with President
- Manage Canada & Europe accounts including processing checks and deposits as needed and managing accounts in Quick Books
- Manage and update the Contact List on an annual basis

### **MONTHLY**

#### **JANUARY**

- Awards Ceremony Program Book

#### **JUNE/JULY**

- Travel Team Contact List

#### **NOVEMBER**

- Nomination and Voting Eligibility
- Schedule Awards Night

#### **DECEMBER**

- Awards Night Program Requests from Coaches

### **OTHER GENERAL TASKS**

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- Attend and assist at club events as needed, including but not limited to tournaments, fundraisers, additional meetings