

*Please note...this job description was donated to the National Ski Council Federation and downloaded from their website at [www.SkiFederation.org](http://www.SkiFederation.org). Other clubs and councils may use it as a template to develop their own job description. Please remove all references to another club or council, and replace them as appropriate for your organization.*

#### SECRETARY JOB DESCRIPTION

- 1) Recording the minutes of board meetings, including motions, suggestions, discussions.
- 2) Responsible for typing and mailing any official club correspondence.
- 3) Responsible for keeping club records up to date.
- 4) To have one vote on the board of directors.
- 5) To attend all general and board meetings.
- 6) To fulfill all duties as assigned by the president.
- 7) To be current on all club procedures.
- 8) To be familiar with all club events and activities.
- 9) To co-sign checks and be held responsible for all checks authorized.

#### PROPERTY

- 1) Complete record of prior year's minutes and any club correspondence.