

## **Position Description**

### **Secretary**

The position of Secretary is an elected position. This person becomes a voting member of the OCC Board of Directors.

The Secretary shall keep a complete record of all board meetings of the club.

### **Duties and Responsibilities:**

- Attends Monthly Board MeetingsRecords the minutes of each board meeting to include meeting start and end times, location, members present, names of those making and seconding any motions that are made, and the outcome of the vote.
- Submits a completed copy of the minutes to the President for review and editing.
- When edited minutes are returned, adds signature and date lines for the President and Secretary at end of document.
- Signs approved minutes and submits minutes to the President to be signed.
- When approved minutes are signed by both President and Secretary, adds a copy to Dropbox under MINUTES – OFFICIAL APPROVED.