



GLOUCESTER DRAGONS RECREATIONAL SOCCER

JOB DESCRIPTION

SECRETARY

Excerpt from GDRS By-Laws, October 2005

ARTICLE 6: DUTIES OF BOARD OF DIRECTORS

The Board of Directors shall conduct the business of GDRS during the periods between general meetings of GDRS and in accordance with the authority granted to it in the rules and regulations of GDRS.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within GDRS except for those positions elected by the Membership of GDRS. This shall include the appointment or revocation of appointment of volunteer and paid positions within GDRS operations.

Secretary

The Secretary shall:

- keep a record of all minutes of the organization;
 - keep on file all committee reports;
 - be responsible for the maintenance of the bylaws, rules and regulations records/documents and have the current record books available at each meeting;
 - be responsible for sending out to the membership a notice of each general meeting and to the Board notice of each meeting;
 - conduct the general correspondence of the organization that is not the proper function of another office or committee;
 - prepare an order of business, prior to each meeting and in consultation with the presiding officer; and
 - in the absence of the Chairperson and Executive Director, preside until the immediate election or appointment of a chair pro tem.
-