

Canon City Geology Club Secretarial Duties

The Secretary shall keep the minutes of all regular, special, and Board of Directors meetings. The Secretary shall conduct or oversee the Club's correspondence, maintenance of the Clubs records, perform such duties as are assigned by the President or the Board, and furnish a copy of the minutes of the previous meeting(s) to the President seven days after the meeting.

1. Prepare minutes of meetings and send to the board for proof reading, corrections and/or additions. Include:
Type of meeting (general or special), date and place, presiding officer, number of attendees at business meeting and at program, treasurer's report, business discussed.
2. Record board decisions that were made and send this to board members, to retain a "working memory" for continuity of the club.
3. Send board minutes to the webmaster for posting once they are approved.
4. Attend to the correspondence of the club, prepare all correspondence for the signature of the club president, and keep a copy of all such correspondence on file.
5. Maintain a current club membership list and furnish a copy to all club officers as updates occur.
6. Archive waivers and sign-in rosters from field trips and maintain Excel spreadsheet on attendees, guests, etc.
7. Archive the treasurer's report.