

WAUPACA COUNTY HCE

Title: Secretary Job Description

Purpose: Record and maintain records of the organization and handle correspondence.

Responsibilities:

1. Maintain records of the organization.
 - a. Bring Secretary Book, bylaws, standing rules, Wisconsin Association for Home and Community Education handbook, and county membership list to all meetings.
 - b. Take minutes and roll call at meetings
 - c. Collect written committee reports for inclusion in minutes.
 - d. Write minutes and distribute.
 - e. Keep permanent record of minutes.
2. Carry on official correspondence of Executive Board.
3. Serve as voting member of Executive Board.
4. Meet with newly elected Secretary for orientation of responsibilities.
5. Serve as Nomination Committee Chair.
6. Handle the sale of Secretary Books at Fall and Spring meetings.
7. Provide assistance to club secretaries.
8. Collect and edit written articles, photos, and event flyers for the Accent newsletter from Executive Board Members.
9. Organize and submit articles, photos, and event flyers to the County President for review.

Qualifications:

1. Knowledge of Wisconsin Association for Home and Community Education.
2. Accuracy in recording motions and discussion at meetings.
3. Know parliamentary procedure and approved format for minutes.

Term: Two year term. (renewable)

Time Commitment:

1. Attend Executive Board and annual Spring and Fall meetings, District, State and special meetings.
2. Time to rewrite minutes and take care of correspondence.
3. Chair the nomination committee and recruit officers.