



**SCS Dance Company
Board of Directors**

Secretary

Description

The Secretary of the Board is an elected voting officer on the Board of Directors (BOD) and is part of its Executive Committee. The Secretary shall keep a record of the proceedings (minutes) of all BOD meetings as well as all general membership meetings, preparing the minutes for review by Board members and publishing them in a timely manner. The Secretary might also handle correspondence under the direction of the President or Vice President. The Secretary performs other duties as requested by the BOD.

Overview of Duties

- Prepares minutes from BOD and general membership meetings
- Shall keep all records, issue notices of all meetings and record all meeting minutes to be made available for any member of the Club upon request
- Retains the Secretary's records for a minimum of three (3) years and transfers them on to their successor
- Furnishes to the SCSCAI various reports as required related to the position
- Prepares and submits monthly Club promotional article to SCSCAI Link magazine
- Submits pertinent information relating to the Club to the Tuesday Newsday Link on-line publication
- Attends and contributes to scheduled Board meetings
- Attends whenever possible, Board-sponsored functions (group activities, general membership meeting)
- Represents the club to other groups and external organizations

Transition responsibilities for out-going Board Members

The out-going Secretary shall meet with the in-coming Secretary to review the job description and ensure a smooth transition.

UPDATED: AUGUST 2024