

JOB TITLE	ORGANIZATION	TERM
Secretary	GMSC	4 YEARS

JOB SUMMARY:

The Secretary shall be primarily responsible for the communications of the organization and to conduct the progress of meetings.

REPORTS TO:

Board of Directors

SUPERVISORY RESPONSIBILITIES:

The position has no supervisory responsibilities.

SKILL AND EDUCATIONAL REQUIREMENTS (MINIMUM):

High School diploma or GED required. The position shall be filled by an individual who has served on the GMSC board for two terms in two separate capacities.

SPECIAL REQUIREMENTS (TECHNICAL/PHYSICAL):

LANGUAGE SKILLS

Must be able to read and comprehend simple instructions, short correspondence, and memorandums. By-lingual would be preferred.

MATHEMATICAL SKILLS

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Must be able to apply common sense understanding when carrying out instructions whether they have been given in written, orally, or in diagram form. Capable of dealing with problems involving unique situations.

INTERNAL/EXTERNAL RELATIONSHIPS:

Must be able to communicate on a professional level with all board members, staff and general membership throughout the organization.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES

Prepare, maintain and present the minutes for board meetings and general meetings.

Receives and publishes the nominations for board positions at election times.

Conducts the election process at general meetings.

Acts as the primary communicator for the organization.

Acts in the capacity of parent representative for the organization and/or assists the parent liaison.

Assists with the clubs maintenance of the official website and social media outlets.

Acts in the capacity of a marketing representative for the organization soliciting outside support and selling the organization's programs.

Maintains the uniform program for the travel program and negotiates the uniform packages with the president.