

RIVERVIEW

Secretary Job Description

1. Keep minutes of all Association meetings. Prepare minutes for approval and deliver to Administrative Officer, allowing 3 days for duplication and distribution to Association members. The Administrative Officer will include them with the meeting notice, which has to be distributed no later than 3 weeks prior to the next Association meeting.
2. Keep minutes of all Executive Committee meetings for approval and deliver to Administrative Officer in timely manner for duplication and distribution to Executive Committee members.
3. Maintain records of all minutes.