

*1.0 Developed by Kevin Craig 3/2001*

### **DUTIES OF SECRETARY**

The primary duty of the club secretary is to record minutes at each officers' meeting. Officers' meetings occur every 2-4 weeks, usually before a large fencing club event. At the meeting the secretary must keep a record of each issue that was discussed, who presented what arguments and opinions about the issue, and what the final decision was. The club secretary will send the minutes out to the other officers via the officers' e-mail list sometime after the meeting.

The secretary will also have other duties throughout the year. These include participating in the organization and running of: fund raisers, open house, Fall Tournament, and other events that may occur during the year. In this case the secretary will either volunteer or be assigned duties by the club president or other officers. The secretary will sometimes be called upon to create documents such as flyers to advertise club events. Depending on the availability of other officers, the secretary may have other duties during the year.