



## Secretary Position Description

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### Overview

The Secretary of the Red Deer Marlins is responsible for maintaining all RDMSC governance documents such as policies and bylaws, taking minutes at all RDMSC meetings, maintaining volunteer position descriptions, and such other duties as required under the RDMSC bylaws.

### Responsibilities

- Serve as a signing officer and voting member
- Work with the President to set meeting agendas and priorities
- Attend and take accurate minutes at all meetings of the Board of Directors, Executive, General Meetings, and the Annual General Meeting
- Prepare and disseminate agendas , minutes and attachments to Board of Director members in accordance with the RDMSC bylaws
- Track and follow up on action items
- Maintain accurate records of RDMSC governance documents such as policies, and bylaws
- Maintain volunteer position descriptions
- Hold the RDMSC seal

Term: 2 years