

KISSIN' KUZZINS SQUARE AND ROUND DANCE CLUB

DUTIES AND RESPONSIBILITIES OF SECRETARY

The responsibility of the Secretary is to maintain and keep accurate records of Club meetings and to oversee the monthly publication of the Club's newsletter. The Secretary's term of office is 12 months, commencing the first of April and ending the end of March the following year period

- Record minutes of all Club and Executive board meetings.
- Minutes of meetings should concisely say what was discussed. They should not be critical (favorable or otherwise) of what was done.
- Custodian of all minutes of prior meetings and other appropriate records of the Club.
- Read appropriate minutes of prior meetings as requested by the President. Minutes can be e-mailed to the Club or Executive Board members (as appropriate) prior to the next respective meeting. The reading of the minutes can be waived with the approval of the President.
- Prepare and deliver a copy of all recorded minutes to the President in a timely manner.
- Oversee and/or prepare the publication of the monthly Club newsletter which is distributed to the Club membership electronically via e-mail. Mail newsletters to members who do not receive them via e-mail.
- Compose and submit Club advertisements for the PROMENADE (such as Club directory, changes and cancellations, etc.) in a timely manner consistent with publication guidelines from the PROMENADE. Special advertisements for Club dances are completed and submitted to the PROMENADE by the Secretary in accordance with PROMENADE guidelines. The Secretary will pay for the advertisements on the NORTEX website using our Club PayPal account. All such advertisements must be approved by the President, or their delegate, prior to transmittal to the PROMENADE.
- With input from the Treasurer , prepare and distribute current rosters and e-mail addresses of active and emeritus members to each member following the change of officers; after student lessons (if applicable); and whenever changes occur.
- If requested by the Lessons Chairperson, prepare and distribute new member information packets.
- Review the duties and responsibilities of the Secretary's office with the newly elected Secretary at the Joint Board Meeting or as soon as possible following elections .