

# CCARC SECRETARY

## **1. INTRODUCTION:**

- a. Possesses a sound knowledge and understanding of CCARC Bylaws, policies, processes and procedures.
- b. Provides professional administrative support to the President, Officers, president's staff and the Board of Directors.
- c. When appropriate, provides to leadership an overarching perspective of club past practices, processes and procedures.

## **2. DUTIES AND RESPONSIBILITIES:**

- a. Attends all Club leadership meetings and provides supporting documentation for same including the agenda and minutes (following the order of the agenda). Meetings include, but are not limited to, Board of Directors, annual leadership retreat, and special meetings
- b. Responsible for all official club business correspondence.
- c. Provides to leadership perspective and continuity for club operations. Considers factors such as current and future club needs and limitations in support of club operations.
- d. Provides a limited parliamentarian function for leadership meetings to ensure proceedings follow Roberts Rules of Order.
- e. Recommends changes in organizational structure to increase organizational efficiency.
- f. Ensures currency, relevance and filing (electronic and otherwise) of responsible documentation including organizational documents and relevant portions of the website.
- g. Applies pertinent policies and procedures to assigned requirements for proper accomplishment of responsibilities.
- h. Participates in one or more club activities annually to stay current in club operations and connected to the members.
- i. Performs other duties as assigned.

## **3. SUPERVISORY CONTROLS:**

- a. Accountable to the President and the Chairman of the Board of Directors.
- b. Functions under the general supervision of the President and the Chairman of the Board of Directors.