

CCARC SECRETARY

1. INTRODUCTION:

- a. Provides professional administrative support to the Officers, President's staff and the Board of Directors.
- b. Possesses sound knowledge and understanding of CCARC Bylaws, policies, processes and procedures.
- 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 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 parliamentary function for leadership meetings to ensure proceedings follow Roberts Rules of Order.
- e. Recommends changes in organizational structure to increase 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 assigned responsibilities.
- h. Performs other duties as assigned.

3. SUPERVISORY CONTROLS:

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