

# **SEAS Morris Chapter**

## **Duties and Responsibilities of Secretary**

### Duties and Responsibilities:

- Is a Trustee and a member of the Executive Board
- Accurately record in detail minutes of meetings of the General Membership and Executive Board
- Distribute minutes to the membership on a monthly basis
- Control and file all correspondence of the chapter
- Maintain updated files of the Constitution and By-Laws
- Maintain updated files of motions enacted by the membership or trustees as well as orders issued by the Commodore
- Provide all forms needed by the Chapter and maintain files of these forms
- Collect mail at the Post Office and distribute it to appropriate persons
- Maintain a file of minutes from other chapters and national

### Skills Needed:

- Sailing skills: None beyond minimum for membership
- Ability to take accurate notes and transcribe them into clear, concise minutes
- Ability to meet deadlines for monthly distribution of minutes
- Ability to make well-informed decision
- Supervision of persons assisting with these duties
- Communication skills: good writing skills

### Recommended Experience:

- The Constitution requires a minimum of one year's membership