

Mountain Hi Swim League

Secretary's Responsibilities

3 - point addition for team

- Attend all Executive Board and Parent rep. meetings throughout the year (approximately 1 per month).
- Take minutes during all meetings. Type and distribute minutes after each meeting. Mail/e-mail minutes to Executive Board and Parent Reps. to arrive before the next schedule meeting.
- Contact Executive Board members prior to each Parent Rep meeting to collect information for the meeting notification.
- Notify Parent Reps by mail or e-mail, at least one week prior to the upcoming meeting, of the date, time, and location of the meeting as well as any requirements or materials needed.
- Type and distribute, by February, the Master Meeting Calendar.
- Type the Parent Rep and Executive Board contact lists and distribute them at the April meeting.
- Update division roster and General Pool Requirements documents and distribute at the April meeting.
- Type all other information as requested by the Executive Board.
- Update and submit to the webmaster all pool maps, by the April meeting.
- Prepare roll call forms for all meetings and take roll at the beginning of each meeting.
- Prepare and give a short report, as needed, at each meeting.
- Keep electronic file of all documents created.
- Update the official Secretary's Binder to include copies of all monthly meeting notices, minutes, roll call, contact information, division roster, pool requirements and other documents as a hardcopy reference for the league.