

CLUB SECRETARY (DOI Board Position)

- Attend all Board and general membership meetings and, when available, sub-committee meetings.
- Organize general membership meetings -- select date, location and time, arrange for speakers if asked – and share information with Club members via email, website, or mail.
- Record detailed minutes for all general membership meetings including discussion of all pertinent items and distribute via email to membership for approval.
- Communicate to the membership regarding all Club activities, announcements, minutes and other important information.
- Maintain minutes of all meetings including sub-committees and Board, and store with other official Club documents such as Bylaws.
- Follow up with specific members on action items from the general membership or Board meetings.
- Maintain the Google groups email account.
- Manage membership records, including membership roster, yearly membership renewals, active memberships, field memberships, and tracking payments.
- Respond to emails inquiring about Club activities, minutes, training and other general questions and concerns concerning the Club.
- Send cards on behalf of the Club as requested by the Board.

Compensation:

- Gold membership