

Wasabi Paddling Club

Job Description: Club Secretary

The secretary is appointed by the Board of Directors and serves at their discretion. This is a non-voting position.

General Qualifications: Proficiency in MS Word and Excel or equivalent. Good listening, communication and organizational skills.

Duties:

1. **Attend all Board Meetings.** There are generally four scheduled board meetings per year. They are most often held in the boathouse conference room but may take place at other locations if necessary. The first three meetings of the year last from two to four hours and have traditionally be held on a Sunday afternoon. The last meeting of the year is traditionally held at a board member's home, includes lunch and lasts for five to six hours.

The secretary takes minutes at the meeting. The minutes should be ready to be sent out to the president for review as soon as practicable. After the president reviews the draft minutes, they are finalized as a *pdf* file and sent to all board members electronically. Minutes of Closed Sessions that may occur during a regular board meeting are kept as a separate document.

Along with the Minutes, an Action List of tasks assigned during the board meeting is sent to board members and others with assigned tasks.

2. **Electronically Monitor all Electronic Board Meetings.** Issues that arise between regularly scheduled board meetings are discussed and voted on in email strings. The secretary monitors the emails and alerts the president if procedural problems occur—for example, if a second to a motion is missing or two motions are made simultaneously. The secretary retains all email strings electronically. If a vote has occurred, the string is converted to a Word document. All e-meeting transcripts that have occurred since the prior regular board meeting are distributed to board members prior to each board meeting.

3. **Create and Maintain Membership Records.** Update and supply paper Membership Forms. Monitor Membership Profiles created directly by members on wasabiusa.org. While members are encouraged to register electronically on the website, last year approximately 1/3 of membership still used the paper forms.

The secretary creates a roster from membership records. The roster has been made easier by website registration. The website member profiles are easily downloadable to Excel. The downloaded roster can then be merged with the roster created manually from the paper forms.

The secretary works closely with the treasurer. The treasurer sends the secretary copies of all deposit slips so that the secretary can record payment of dues on the roster.

Periodically, copies of each team's roster are sent to team managers. The team managers are responsible for assuring that all of their paddlers are registered and have paid dues.

4. Gather Waivers. All members must file a new Waiver every year prior to paddling. Generally, these are turned in with the Membership Form or are signed electronically during website based registration. When Waivers are missing, the secretary contacts the team to obtain the waiver.

Additionally, all guests must fill out a Waiver prior to paddling. These are gathered from the boathouse and retained.

5. Emergency Contact Information. An "Emergency Contact Roster" is extracted from the General Roster and placed in each team's drawer in the boathouse with updates quarterly. This roster contains the paddler's name, date of birth, team and emergency contact information only.

The same information is placed on small laminated cards that paddlers are to carry in their PFD's whenever paddling. A year ago, all paddlers received these cards. Cards must be created for new paddlers as they join.

6. Monitor Wasabi Yahoo Group. Add new members to the Group.

7. Distribute Wasabi Welcoming Kit to New Members. This is a multipage document that includes club policies, structure and a list of what to bring to races. Generally, a Wasabi sticker is included in the kit.

8. Keep Club Documents. The club bylaws, policies, job descriptions and the like are kept in an electronic file.

Hard copies and electronically signed Waivers are to be retained for 10 years as required by our liability insurance carrier.

All board meeting minutes are retained along with the raw notes taken during the meeting. Records of e-meetings are retained. Except for the raw notes, these are electronic records.