



Secretary Job Description

The Secretary is one of the three elected officers of the Board of Directors. The other elected officers are the President and Treasurer, and, along with the Secretary, comprise the KING Booster Association's Executive Committee.

The Secretary's duties include:

- Recording and maintaining of minutes
- Making records available for inspection of membership
- Keeping the Seal of the KING Boosters Association
- Giving timely notice of all meetings
- Preparing Ballots
- Maintaining historical and current version of KING Boosters and Bylaws
- Securing meeting room for monthly board meeting
- Selecting recipients of financial aid scholarships as part of the Executive Committee
- Other Duties as the Board may designate

While the Secretary may delegate any such duties, the Secretary remains responsible.