

Magic Valley Gem Club Secretary Officer: job description:

Note: No individual member may encumber, commit, charge, or in any way make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting. All expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club Secretary
Reports to: President, Executive Board, and General membership

Job Overview:

Take and record minutes of meetings. (books audited twice a year by Executive Board)
Collect monies and write receipts, then give money to the Treasurer in a timely manner.
Do whatever correspondence for the Club needing done.

Form a calling committee of members to call membership if scheduled plans change.

Insure information about the Club meetings, events, and shows are covered.

Duties: AS OUTLINED IN THE MVGC BYLAWS

The Secretary shall keep a correct record of the proceedings taken at meetings of the members and the Executive Committee, shall give notice to members of meetings, regular and special, keep a roll of the names of members in good standing, sign all membership cards, conduct correspondence and receive all monies due the corporation and deliver the same to the Treasurer.

Serve as a member the Magic Valley Gem Club Executive Board

Respond to any request or other correspondence given to you.
Insure request for information is set out and responded to promptly.
(Others may have this responsibility but you must insure follow up.

Collect monies and write receipts, then give money to the Treasurer in a timely manner.
When receipt book is used up, send it to the Treasurer.

Submit the minutes of meetings to the Magic Valley Gem News Bulletin
Minutes need submitted by the next Thursday following the monthly meetings.

Keep a written record of minutes and member attendance.
Yearly submit copies of the minutes to the historian.