

HAPPY TRAILS RV CLUB SECRETARY JOB DESCRIPTION

1. Take minutes of club meetings (executive committee and regular meetings).
 - a. Provide minutes to club president for inclusion in the general meeting email notification.
 - b. Provide minutes to webmaster for inclusion on website.
 - c. Print previous meeting minutes to disperse at each meeting (optional/suggested total: 15-20).
2. Determine if quorum exists at each meeting (25% of members + 1).
3. Ensure that articles for the “Nosey Coyote” are submitted as needed.
4. Ensure that flyers are always available in the Activities Club Information Rack.
5. Notify the HTCA Activities Director of changes in the club’s officers.
6. Provide club members and the HTCA Activities Director with club’s Bylaws (suggest 6-10 copies).
7. Make rig signs for new members as needed.
8. Maintain secretary’s notebook with copies of all minutes, treasurer’s reports and other pertinent documents.
 - a. Regular meeting minutes – white paper.
 - b. Executive committee meeting minutes – green paper.
 - c. Treasurer’s reports – yellow paper.
9. Ensure that sign-in sheets are completed at meetings, if requested by the HTCA.