

**WESTOP SoCal Chapter
OFFICER JOB DESCRIPTIONS
2008-2009**

POSITION: Secretary

OFFICER:

TERM: 2 Years

ASSIGNED DUTIES:

1. Record attendance, maintain the “Official” minutes of all Chapter and Chapter Board proceedings.
2. Email and/or post draft of minutes for each chapter meeting two weeks after each Chapter meeting.
3. Archive all “Official and approved meeting minutes to the Chapter website.
4. Provide copies of unapproved and approved minutes to members at chapter meetings and on request.
5. Serve as “Official” repository of all Chapter records and documents.
6. Assist the President to maintain and update the Chapter Listserv Directory to aid in communication among board and chapter members.
7. Attend all Chapter general meetings and Executive Committee meetings as requested.

Any other duty and task as assigned by the President, which is related to the overall purpose of the Chapter and the good of the Association.