

Job Description

Secretary

Accountable to: Internet Committee

Responsibilities:

- 1) Records the minutes of every meeting and ensures every committee member receives a written copy as outlined in the policies of the Internet Committee.
- 2) Ensures that the records of the organization are maintained.
- 3) Ensures that an up-to-date copy of the Policies and Procedures are available at all meetings.
- 4) Manages the general correspondence of the Internet Committee except for such correspondence assigned to others.
- 5) Other tasks as assigned by the Internet Committee.