

Maxwell Gunter Officers' Spouses' Club

Secretary

Job Description

(Reports to President)

- Read and comply with MGOSC Expectations for All Board Members
- Record, sign, present, and post minutes (to Dropbox) of the MGOSC Board.
- Maintain a record of Executive Board meetings and present them at the first board meeting that follows
- Make name tents for board meetings (see PowerPoint file on thumb drive)
- Arrive early before all scheduled board meeting to ensure the room is ready and all name tents are in place
- Record the attendance at each board meeting and advise the President if a quorum is present
- Have custody of, and assist the President in, maintaining all current official records of the MGOSC
- Coordinate with the President to ensure roster, minutes, and financial reports are sent to the 42FSS/FSR
- Handle all correspondence for the MGOSC, including thank-you notes and cards to members within the MGOSC.
- Maintain a complete file for all correspondence.
- Decide at beginning of year who will be delegated to physically collect the mail with approval of Executive Council.
- Deliver all incoming mail to the appropriate persons.
- Compile and maintain the Board of Directors roster and send updates to Board of Directors as necessary.
- Send email reminders for board reports prior to the monthly board meetings
- Periodically send emails to the board at the request of the President or other Executive Board members
- Coordinate with the President to establish board meeting dates for the entire year, sign contracts with the club to schedule the meetings.