



# Job Description: Secretary

## Board of Directors:

President: Marsy Chisholm  
Vice President: Robert Soileau  
Chief Financial Officer: Donna Chisholm  
Director: Mike Parisciani  
Director: Kevin Heard  
Director: Chad Johnson  
Secretary: Stephanie Evans

## Adult Advisors:

	<u>Voting Member</u>	<u>Non-Voting Member (backup)</u>
Captains Committee:		Stephanie Evans (Voting Member)
Finance Assistant:	Cassie Ferguson	Donna Chisholm (Voting Member)
Fundraising Committee:	Haileigh Ferguson	
Points Advisor:	Amanda Lassabe	
Public Relations/Social Media:	Katie Brown	
Rules and Safety Advisor:	Robert Soileau	Chad Johnson (Voting Member)
Sponsorship Committee:		
Tournament and Event Coordinator:		
Tournament Committee:	Nolan Michel	
Webmaster:		Stephanie Evans (Voting Member)
Weigh-In Master:	Braxton Chisholm	

## General Description:

The Club Secretary is responsible for maintaining efficient communication, documentation, and organization within the club. This position involves record-keeping during meetings, assisting the President with various projects, maintaining contact with the Adult Sponsorship Advisor, ensuring proper sponsorship utilization, and managing parent/guardian communications.

## Volunteer Responsibilities:

- Attend all club meetings and accurately record minutes, discussions, decisions, and action items.
- Compile and distribute meeting minutes to members in a timely manner.
- Collaborate with the President and other club members on various projects and initiatives as assigned.
- Assist in project planning, coordination, and execution.
- Serve as the point of contact for parents/guardians regarding club activities, updates, and concerns.
- Organize and maintain club records, including membership lists, meeting minutes, and sponsorship documentation.
- Ensure that records are easily accessible and up-to-date.



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- Prepare reports as needed, summarizing club activities, achievements, and challenges.
- Assist in maintaining the club's event calendar and scheduling of meetings and activities.

## Timeline:

- August
  - Update and maintain master contact list
  - Finalize calendar
- September
  - Create Voting Forms
  - Schedule photographer for team pictures
  - Submit for TBF Membership Cards
- October
  -
- November
  -
- December
  -
- January
  - File Annual Report with SunBiz
- February
  -
- March
  -
- April
  -
- May
  - Collect names of those who would like to attend ICAST
  - Review and update job descriptions as needed
- June
  - Draft handbook and registration forms for new season
  - Draft calendar for new season
- July
  - Finalize handbook and registration forms for new season
  - Review and update Bylaws as needed

## Experiences:

- Strong organizational skills and attention to detail.
- Effective communication and interpersonal skills.
- Proficiency in record-keeping and documentation.



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- Ability to work collaboratively with club members and leadership.
- Commitment to maintaining confidentiality when handling sensitive information.
- Familiarity with club policies, sponsorship agreements, and guidelines (training may be provided).