



# The Hamilton Amateur Radio Club

Job Title: Secretary
Department: Executive
Revision Date: 11/2014 rev 01

## Position Overview

The secretary's position is one of the most important in the functions of the club. As secretary, you are expected to devote sufficient time, each week, to the various details of your office. Your work is doubly important since you are a main contact with club members, R.A.C. and other clubs.

One of the first requirements necessary is to be thoroughly familiar with the duties of your position and what is expected of you. You must be organized! It is suggested that you keep a three-ring binder, separated by tabs for the different reports and information you are required to maintain. You will find, in a great majority of cases, when information is desired by officers, committee, or club members, the question will be directed to you as secretary.

The secretary should have knowledge of the functions and the purpose of Hamilton Amateur Radio club so that you will be able to assist the president or any other member of the club when a question arises. The secretary should also be familiar with the rules and regulations as stated in the constitution and bylaws of the district and of Hamilton Amateur Radio club to quickly locate a needed piece of material.

## Essential Job Functions

- Maintain all club records.
- Record and keep minutes of all club and board meetings and provide copies to the board of directors.
- Maintain all club correspondence.
- Record member attendance records.
- Order all supplies and literature.
- Serve as an active member of the board of directors.
- Send thank you notes.
- Ensure all aspects of the club meetings are in order.
- Manage the display of banner, bell and gavel (can be delegated. ).
- Inform the speaker of his or her allotted speaking time (should coordinate with program chair).

## Requirements

- Proficient in the use of M.S. Office, Word, Excel. Powerpoint
- Knowledgeable of Robert's Rules of Order
- Well organized and have good verbal and written communication skills

## **Other Skills/Abilities**

- Time management
- Public speaking and motivational engagement with people
- Previous people management and team building skills
- Have fulfilled similar role within a not for profit club environment