

Secretary Responsibilities and Duties

Overall

- Sets annual calendar for Board meetings with other Board members.
- Plans and runs annual Club planning meeting along with other Board members.
- Finds a venue for the meetings and sets up remote access for members who wish to join virtually. Shares this information with the Communications Director so it can be communicated to members.
- Sets Board Meeting agenda and distributes two weeks in advance of the meeting. [Template is here.](#)
- Runs the Board meetings using Robert's Rules of Order.
- Sits on Sequim Pickleball Club Board as a voting member.

Specifically

- Takes roll of Board Meeting attendees; adds "to-dos" to the Board tracking log.
- Picks up mail from Club mailbox weekly; coordinates with Treasurer.
- Takes Board Meeting Minutes and posts within 72 hours of meeting on Google Drive; Sends link to Director of Communications to publish Minutes to website.
- Updates Tracking Log of all motions/votes with a link to the Minutes.
- Checks incoming email in Club Gmail account every 2-3 days and forwards to appropriate parties; Communications Director provides backup coverage.
- Serves as liaison between the Club and the City of Sequim. Per Board direction, there should always be a second appointed Club member in attendance.
- Represents the Board on the court and in the community by demonstrating professionalism and enthusiasm for the sport and the Club.
- Attends Club events.
- Provides back-up to the Communications Director on website posts, particularly administrative items such as meeting notes and Treasurer's reports.

Qualities needed

- Computer skills including Gmail, Google docs, Google Sheets and Google Drive management, as all Club documents and storage are on shared drives in Google
- Good administration skills including minute-taking and time management
- Excellent organizational skills

- Enthusiastic with a good knowledge of the Club and people within it • Ability to communicate clearly both verbally and written and work well with others