

---

# JOB DESCRIPTION

---



***Special Olympics***  
***Virginia***

**POSTION**            **SECRETARY**

**DESCRIPTION**     The secretary is responsible for taking minutes at every Council Meeting and for writing and disseminating Council Meeting agendas and minutes.

## **RESPONSIBILITIES**

1.            Work with the Area Coordinator to develop the agendas for each Council Meeting.
2.            Disseminate the agendas to all Council Members at least one week prior to every meeting.
3.            Take minutes at all Council Meetings.
4.            Disseminate Council Meeting minutes to all Council Members at least one week after each Council Meeting.
5.            Send revisions to meeting minutes, if necessary, to all Council Members at least one week after each Council Meeting.
6.            Maintain a record of all Council Meeting agendas and minutes.
7.            Maintain a roster of all Council Members and disseminate to all Council Members as needed.

**MEASURES OF SUCCESS IN FULLFILLING THE  
SECRETARY POSITION**

1.            All Council Members receive agendas at least one week prior to each meeting.
2.            All Council Members receive minutes at least one week following each meeting.
3.            A file of all agendas and minutes is maintained and used as a reference when needed.
4.            An accurate roster of all Council Member's contact information exists and is disseminated as needed.