

Duties of MVDCBC Secretary

Attend MVDCBC monthly club meeting

Take minutes at every MVDCBC meeting

Keep permanent record of MVDCBC meeting minutes (binder located at studio with originals). Email charitable board member a word or pdf document to be shared on the website.

Upload minutes to Google Drive and share with Board members

Keep records of MVDCBC meeting attendance

Keep permanent record of Treasurer monthly report (binder located at studio with originals)

Upload Treasurer monthly report to Google Drive and share with Board members

E-mail minutes to be put on website

Presides over Pie Sales

Presides over any other fundraiser needed

Looks into any ideas for fundraisers from MVDCBC members and updates MVDCBC at next meeting (may ask other Board members to assist if needed)

Review and update (if needed) By-Laws at the beginning of every season with Board members

Attend Board meetings once a month (generally Monday before MVDCBC monthly meeting)

Update Board members of any and all information needed brought up in secretary report at monthly MVDCBC meeting

Take notes at all Board meetings if needed

Keep an updated calendar with all scheduled events

If possible keep presence at Studio to bridge gap between Rec/Team and chat with other parents (not required but strongly suggested)

Fill in at snack bar as needed

MUST work Winter Carnival and all preparation leading up to

Work well with other Board members and share duties as needed