Bloomington Youth Soccer Club
Job Description

Position: Secretary

Purpose: The Secretary is responsible for recording, maintaining and distributing records of BYSC business.
Date Approved: 12/8/2013

Duties and Responsibilities
• Record the minutes of all BYSC meetings (including meeting time, location, date, attendance, BOD vote results, and highlights of key discussions)
• Distribute the meeting minutes within two weeks of each club meeting
• Be the custodian of all official documents of the BYSC (i.e. minutes, bylaws, etc.)

Special Knowledge and Skills
• Ability to capture key discussion points in clear, concise manner and “ask for clarity” in situations where discussion points are not clear
• Skilled in the use of Microsoft Word and electronic mail

Commitment
Average of 2-4 hours per month