



# 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