

JOB DESCRIPTION – SECRETARY



PRIMARY RESPONSIBILITIES

Assumes responsibility as a member of Put in Bay Garden Club Board of Directors, including attending Board meetings and regular membership meetings and reviewing, addressing, and resolving Garden Club issues. Duties include attending meetings, recording/posting meeting minutes, preparing/sending Thank You Notes and Gift Cards (as appropriate, submitting receipts to Treasurer for reimbursement, and submitting report to Garden Club Board. Attendance at Garden Club meetings, programs, and events is expected.

SPECIFIC RESPONSIBILITIES

SECRETARIAL DUTIES

- Attends meetings and if not available to attend, arranges for another board member to take meeting notes
- Records meeting minutes and distributes to Board members within one week after meeting

THANK YOU NOTES

- Prepares and sends Thank You Notes to members who submit greater than \$20 donations for general Garden Club use and for Lamppost Flower Baskets
- Prepares and sends Thank You Notes to Lamppost Flower Planting Lift Owners

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits monthly (May through September) reports to Garden Club Board