

JOB DESCRIPTION – SECRETARY



RESPONSIBILITIES

BASIC DUTIES

- Complies with PIB Garden Club Code of Regulations
- Attends regular membership and Board meetings (in person, via phone, or online)

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 Basket Sponsorship
- Prepares and sends Thank You Notes to Lift Owners who provide and run lifts for Lamppost Flower Planting, as needed
- Prepares and sends Thank You Notes to Topsy Turvey's or whichever business donate coffee to Lamppost Flower Basket waterers.

ADMINISTRATIVE DUTIES

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