

CSD Job Description

SECRETARY

Attend and take notes during the Fall and Spring board meetings and workshops. Assist with registration and auction when needed. Contribute content to the Facebook page two months out of the year.

September

- Obtain access to CSD chair e-mail account

October

- Attend and take notes at fall board meeting (or designate a substitute secretary if unable to attend)
- Attend and take notes at fall workshop (or designate a substitute secretary if unable to attend)
- Assist with registration at fall workshop
- Distribute board meeting notes to board members within 10 days of meeting for review and corrections

November

- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**

December

January

- Attend and take notes at Mock workshop (or designate a substitute secretary if unable to attend)

February

March

- Attend and take notes at spring board meeting (or designate a substitute secretary if unable to attend)
- Attend and take notes at spring workshop (or designate a substitute secretary if unable to attend)
- Assist with registration at spring workshop
- Assist incoming chair with silent auction as needed
- Distribute board meeting notes to board members within 10 days of meeting for review and corrections

April

May

- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**
- Request, receive and edit blog posts before submitting to the Web Editor

June

July

August

- Revise job description
- Review position responsibilities with replacement if stepping down or changing roles