

SACRAMENTO HOME WINEMAKERS, INC.

Position Description

Title	SECRETARY
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This position is: ☒ Elected OR ☐ Appointed by _____

Term of Office: Elected annually, may serve for more than two consecutive years, if desired.

GENERAL DESCRIPTION

The Secretary shall keep the official record of the business of the club and shall serve as Corresponding Secretary as necessary.

The SHW By-laws creates this position under: Article V, Section 3. Secretary
The Secretary shall act as both recording and corresponding Secretary, and shall maintain all records of minutes of earlier meetings.

DETAILS OF POSITION

1. Attend Executive Meetings (typically monthly)
2. Take minutes of the proceedings of those Executive Meetings.
3. Ensure someone else will take minutes if unable to attend a particular Board Meeting.
4. Keep records of all minutes and any other official club documents.
5. Pass such documents and records on to future incumbents.
6. Responsible for any official correspondence on behalf of the Executive Board, or the President.