



# Club Secretary

## Board Officer Job Description

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*Are you a stickler for accurate details; keepin' it real and legit?!*

The club is looking for a **Secretary** to join the club's board of directors.

This volunteer Officer oversees all aspects of maintaining the WPTC's official club records. The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.

### Job Duties:

- **Attend monthly Board meetings**
  - Participates in Board meetings as a voting member.
  - Provides items for the agenda as appropriate.
  - In the absence of the President and Vice-President the Secretary calls the meeting to order.
- **Meeting Minutes**
  - Records meeting minutes at Board meeting or any other special meeting impacting the club in a substantive way.
  - Responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes include at a minimum:
    - date, time, location of meeting;
    - list of those present and absent;
    - list of items discussed;
    - list of reports presented;
    - text of motions presented and description of their results
  - Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made.
  - It's advisable that in certain circumstances, minutes should include:
    - summary of discussion
    - rationale for decision
    - names of those participating in the discussion
    - the roll call, noting any declared conflicts of interest.

Note: These circumstances are if the matter is contentious, if board members dissent, if there is any concern about exposure to liability, or if a board member has a conflict of interest.
  - The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the club's records.
- **Custodian of records & official documents**
  - The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include:
    - founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee
    - meeting minutes, financial reports, and other official records.





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- Membership Records
  - The Secretary ensures that official records are maintained of members of the organization and Board.
  - He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Bylaws
  - The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings and to members as requested.
- Maintains documentation of the job descriptions and responsibilities of all Board positions
- **Signing Officer**
  - The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of the club.
- **Filing of Documents**
  - The Secretary may be the registered agent with respect to the laws of Colorado.;
  - Performs the role of whom legal notice to the organization is served, and responsible for ensuring that documents necessary to maintain the organization are filed.

### Benefits:

- **Complimentary Annual Individual WPTC Membership**
- Get to know fun and interesting people
- Hone your organizational and leadership skills
- Redefine and refine a critical board role
- Give back to the tennis community

### Get involved today -- join the WPTC Board as the Club Secretary!

[Contact the WPTC President](#) for more information or to be considered for the position.

