

Officer Position- Secretary

Position Responsibilities:

- The Secretary shall keep accurate minutes of all meetings and shall duplicate and distribute (electronically) them to the members of the Club and the Executive Board no later than 48hrs after each meeting.
- To take responsibility for all the official secretarial work of the Club.
- To serve as a historian of the International Buddies and to keep recording of the meetings in a book form (may be electronic), along with all accompanying correspondence and publicity.
- To facilitate regular communication over e-mail (or OrgSync) between the Executive Board and the membership.
- To assist other Executive Board members as and when reasonably required, in the publicity of their campaigns work.
- Take attendance before and after every meeting and event.