

TWGA Secretary Job Description

This position is elected for a two year term. Attendance is suggested for all Association meetings.

Provide administrative support to TWGA President and organization through preparing and communicating correspondence, reports and documents. Should be familiar with word processing and spreadsheet software and have access to the internet. Ability to communicate verbally and in writing to answer questions and prepare correspondence, reports and documents. Should be proficient in spelling, punctuation, grammar and other English language skills.

Send email to all club members reminding them of upcoming meetings. Prepare agenda for upcoming meetings and distribute it to the appropriate audience. Bring extra copies of agenda to meeting for attendees who are unable to print. Take and prepare complete and accurate minutes of all Board meetings and regular or special meetings of the association and distribute to appropriate audience. Print final copies of agenda and minutes and file in Secretary notebook.

Prepare roll call sheet and take roll at each board meeting. Read minutes from prior meetings at each meeting.

Maintain the TWGA Officers, Chairpersons and Representatives worksheet and forward to President/Webmaster for posting on the TWGA website. Distribute to each officer, chairperson and club representative. Distribute worksheet to each officer, chairperson and club representative in October requesting any changes to the contacts for the next year.

Keep an expense sheet for items such as stamps, envelopes, misc. office supplies, printing, telephone expense, etc. Submit the expenses to the Treasurer using the TWGA Expense Reimbursement Form in a timely manner.

Prepare and mail all correspondence requested by the President. For example: compose, sign and mail letters to the chosen courses inviting them to join TWGA. Assist the President with telephoning as requested. Facilitate copying of all necessary documents.

Send email to all club representatives after the TWGA schedule of play is completed to help with the planning of their own clubs schedule of play for the year.

Notify Sunshine representative of any member who is ill so a card can be sent. Include member's address in email.

Review job description once a year and update it if necessary. Submit it to the President and Historian.

Perform other duties as required.