

OHSVCA Secretary Job Description

Position: Officer

Eligibility: Active member in the OHSVCA

Selection / Term of Service: Two years, elected in odd numbered years

Reports: Directly to the President

Attendance Requirements (Mileage paid): OHSVCA and OHSAA meetings / events

Salary: None

Lodging Requirements (paid): OHSVCA and OHSAA meetings / events that necessitate an overnight stay

Duties:

1. Record the minutes of all meetings. Send to officers, coordinators, trustees and webmaster.
2. Preside over OHSVCA meetings when the president can not preside.
3. Write thank you notes, congratulatory notes, etc. on behalf of the OHSVCA as necessary.
4. Ways and Means committee reports directly to the secretary. Monitor progress and oversee the ways and means committee.
5. Prepare for the treasurer a projected annual itemized budget of expenses and/or revenue for the position.
6. Serve as a member of the Executive Committee.
7. Attend OHSAA meetings as needed.
8. Attend all meetings / events of the OHSVCA.
9. Update contact information and news on the OHSVCA website.

Updated 3-15-09