

AWCCA Secretary Job Description

The AWCCA Secretary:

- Is responsible for typing, reviewing, and distributing copies of the minutes for all executive committee meetings.**
- Will be responsible for the maintenance of the current membership roster, to include all membership categories.**
- Maintains copies of most formal contractual agreements to which the AWCCA is a party and may be required to be a signatory to such agreements.**
- Maintains copies of all records, documents and publications for the AWCCA.**
- Receives dinner reservations and maintains the list of attendees of monthly dinner meetings for the purpose of calling in reservations for each meeting**
- Assists with the registration of guests at monthly dinner meetings, selling raffle tickets, and awarding raffle prizes.**
- Meets with newly elected secretary to discuss duties (at end of the second year of term).**