



# Job Descriptions

STC Manitoba Information Line: (204) 954-0011

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## Secretary

A voting position.

Also see *Basic Responsibilities of All*.

### Main Duties

The main responsibility is to create, maintain, and circulate documents that are necessary for the chapter's smooth operation and that answer the needs of our membership.

### Specific responsibilities

**Time  
required**

When minutes are adopted

- add the President's signature to the final minutes and keep the original and all attachments in the Secretary's binder
- forward the adopted minutes to the webmaster for posting on the chapter web site.

Act as the executive contact for the Archivist.

Send material to the chapter Archivist as appropriate:

- maintain accessibility to documents that may be used in the future as precedents or reference
- in cooperation with the Past President, identify information that should be moved to the Policy/Procedure/Guidelines manual or position task lists

Prepare and circulate all documents as needed;

- minutes for executive meetings and the business portion of the monthly general meetings
- correspondence which represents the chapter (use STC letterhead)
- manage and maintain STC Manitoba bylaws (see Policies/Procedures/Guidelines)
- monitor the monthly meeting attendance lists for planning and other purposes
- compile and frequently update executive contact list information (for the most current information, or to update information, contact the Membership Database Administrator)

Submit the highlights of the executive and chapter meetings to the newsletter.

### Tasks by month

**May**

**(incoming)**

**June–**

**August**



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Secretary

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## Tasks by month

**September-**

**April**

**October**

**November**

**December**

**January**

**February**

**March**

**April**

**May**

**(outgoing)**

Last updated: *February 23, 2004*