



POSITION DESCRIPTION - ASSISTANT SECRETARY

Position title - Assistant Secretary

Responsible to - The assistant secretary is accountable to the president and club members.

Objective - The assistant secretary is responsible for assisting the secretary in his/her duties and standing in for the secretary when he/she is unable to attend meetings

Duties;

- Attend Committee meetings
- Assist Secretary as required to ensure all secretarial duties are carried out in a timely and efficient manner
- Please read secretary position description for full list of duties