Northern Colorado Beekeepers Association
Secretary
Position Description

**Secretary** – The Secretary shall keep minutes and attendance records for all meetings, and publish them to the Board. If the Secretary is not present at the start of a meeting, then the minutes will be taken by an alternate designated by the meeting chair before the start of the meeting.

Further responsibilities may include, but are not limited to:

a. Coordinating with the Treasurer or Webmaster to ensure that the membership roster is updated in a timely manner as necessary.

b. Be responsible for related committees such as Constitution and Bylaws.

c. Coordinate external marketing, i.e., newspaper, social media, public releases, etc. for club events and seasonal community service announcements.

**Experience and Requirements:**

- This position requires a PC and access to email and the internet.

- Computer skills to include programs such as Word and Excel (if the Treasurer-related duties stay) and ability to learn and navigate online membership management platforms. (if the secretary does Item A above)

**Estimated hours required per month:**

- Executive Committee meetings: 12 times/yr 2 hours
- Meeting prep (write meeting minutes and other assignments) 1 hour
- Attend and assist with gen meeting management 2 hours
- Help with marketing/newsletter, etc. 1 hour
- Marketing beekeeping class (Dec/Jan) and swarm hotline(April) 1 hour
- Any additional volunteer assignments TBD