



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:

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| • 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 |