

## BLESSED SACRAMENT CATHOLIC WOMENS' LEAGUE

SECTION: Administrative Positions

ORIGINATED: 2013 April 09

TITLE: **Secretary**

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### PURPOSE

Accurate records of meetings are essential to effective management of the Blessed Sacrament Catholic Women's League Council and to serve as a legal and historic record.

### POLICY

The Secretary assists the President and accurately documents the decisions of the membership.

### TERM

The term of this position is two (2) years.

### FUNCTIONS

The Secretary:

- a) is an Officer of the Council and a member of the Executive;
- b) is a signing officer for all official documents;
- c) attends all meetings (executive and general), take minutes and records motions. Minutes are retained as a permanent record;
- d) has charge of papers, records, reports and correspondence of the Council;
- e) assists the President in preparing agendas for executive and general meetings;
- f) records attendance at meetings;
- g) provides minutes and attachments for meetings;
- h) is responsible for reports as required;
- i) records correspondence and sends correspondence for the Council as required;
- j) is responsible for communications to council members. This would be via email whenever possible, or regular mail for those who do not have email;
- k) knows where council archives and other written materials are kept.