

Granite Mountain Republican Women  
Job Description – Secretary

The Secretary shall:

1. Keep accurate minutes of all meetings of the GMRW and submit them to the President within 15 days of each meeting
2. Be fully knowledgeable of and abide by the bylaws, standing rules and financial policies of GMRW
3. Attend all Executive Committee, Board meetings, and membership meetings
4. Conduct a roll call of voting members to ascertain quorum when required
5. Maintain a current list of GMRW officers, committee chairs and committee members and club members
6. Perform correspondence duties as may be relevant
7. Be custodian of all GMRW records and materials
8. Perform such other duties as directed by the President, the Executive Committee or the membership.
9. Shall attend all Executive Committee, Board and general membership meetings unless excused by the President