



# TUMWATER SOCCER CLUB

## Secretary

The responsibility of the Board Secretary is to facilitate internal and external communication efforts of the club.

The Secretary should be organized and adept at communicating with fellow board members as well as club participants.

The role also requires a need to be engaged in all club matters. As a member of the club board, the secretary should bring ideas and suggestions for how to operate in a more effective manner that best serves the needs of the others.

As is true with all club board members, any time the Secretary is present, they should properly represent the values and standards of the club.

## Duties

- Be fair, and reasonable, and show consideration and understanding towards the feelings, hopes, and expectations of others involved in the Club.
- Be unbiased and impartial, give clear direction, and set an example for others.
- Keep informed of all Club activities and be aware of future planning activities.
- Have a good and clear understanding of your Club rules and the responsibilities of the various board members.
- Ensure TCYSA rules and TSC by-laws are accessible to all board members.
- Attend and participate in monthly board meetings and take minutes of the meeting.
- Distribute board meeting minutes prior to the next meeting to allow fellow board members to review them for approval.
- Create an actionable marketing calendar for social media promotions of club events and create the content for these promotions.
- Actively participate in all TSC events including the Kick in the Grass Tournament and any additional events outlined by the Board President.

