

Colorado USA Wrestling
SECRETARY Job Description

General

1. Must maintain a current USA Wrestling and CUSAW membership.
2. Attend all CUSAW Board meetings, on which you have a voting position.
3. Be directly accountable to the Board and the Chair.
4. Make a year-end detailed report at the September Annual Meeting and as otherwise requested by the Board or Chair.
5. Maintain hard copy and secure electronic versions of all CUSAW official documents.

Board Meetings

1. Pre-Meeting: In coordination with the Chair, prepare and email proposed agenda to the Board.
2. During Meeting: Record detailed meeting minutes and assist with meeting protocol.
3. Post-Meeting: Distribute minutes to Board for email revision and approval for website posting.

Communication

1. Post notifications to the website as directed by the Chair or Board.
2. Communicate important notifications and announcements to the Board via email.
3. Communicate as needed with the CUSAW online community via the website.
4. Maintain and update the CUSAW website.

Posting & Publication

1. Bylaws: As advised by the committee and following approval by the Board, prepare any suggested changes or revisions for discussion and vote at the Annual Meeting.
2. Documents: As recommended by the Board or Chair, prepare documents needed for Board meetings, in preparation to meet with other wrestling organizations, or for online presentation.
3. Proposals: Prepare and distribute written proposals for Board consideration as submitted by Board, CUSAW clubs, or CUSAW members.