

## Secretary Job Description

Purpose:	Record and maintain records of Paddock Hills Assembly meetings.
Qualifications:	Paddock Hills Trustee
Terms of Office:	Assembly Officers are selected in May, the first meeting after Trustee Elections at the Annual Meeting in April.
Appointment	The Paddock Hills Board of Trustees approves the appointment of a volunteer for this position.

### Duties and Responsibilities:

1. Take minutes at Monthly and Special Trustee Meetings identifying a. Name of meeting, date, time and place of meeting; b. names of those present; c. Agenda items and Committee reports; d. Votes taken; assignments/commitments made for projects, events or tasks; d. Announcements.
2. Distribute minutes to Trustees for approval prior to the next meeting.
3. Amend and correct minutes as needed.
4. Maintain hard copies or electronic copies of minutes, and provide copies as needed.
5. Provide and maintain sign in sheets for Community Meetings, and provide copies as needed.