

# Secretary – Job Description

## Position Summary

The Secretary manages official records, communications, and administrative processes for WMCTC. This role ensures accurate documentation, timely communication, and organized governance.

## Key Responsibilities

### Administrative Recordkeeping

- Maintain official club records, including meeting minutes, agendas, and historical documentation.
- Track membership status, contact information, and waiver records.
- Organize and archive club documents for long-term accessibility.

### Meetings & Governance Support

- Prepare agendas in coordination with the President.
- Record accurate minutes for board meetings and the annual membership meeting.
- Distribute minutes and maintain an organized record of decisions and actions.

### Communications & Member Support

- Manage official club communications, including announcements, notices, and updates.
- Assist with newsletter content and distribution.
- Respond to member inquiries and provide accurate information.

### Operational Support

- Assist with registration, waivers, and documentation during public shooting days.
- Support coordination of events, schedules, and administrative tasks.
- Maintain club forms, templates, and administrative tools.

### Compliance & Documentation

- Ensure club records meet legal and organizational requirements.
- Maintain secure storage of sensitive documents.
- Support officers in preparing reports or documentation for audits or reviews.
- All officers and volunteers are responsible for monitoring club safety rules and ensuring they are always followed.