

Job Description: AVCSS Club Secretary

Club Secretary: Responsible for accountability and care of Office related operations required by the AVCSS Basketball Club (AVCSS).

Required duties for the Position of Club Secretary:

1. Mail letters / packages, make deliveries as needed.
2. Make phone calls as needed.
3. Send Faxes as needed.
4. Make copies as needed.
5. Answer the phone, Log in phone calls pertaining to try outs, General questions, Club info.
6. Perform filing as needed.
7. Record meeting minutes as needed.
8. Send e-mails as needed, follow-up on e-mails as needed.
9. Purchase office supplies as needed.

I have read and understand the required duties of the AVCSS Club Secretary as described above.

I accept this position and will perform the required duties to the best of my ability, and always in the best interest of AVCSS.

(Signature)

(Date)

(Witnessing Signature)

(Date)