
JOB DESCRIPTION * WAVES RECOVERY ROUNDUP *

CAPE ATLANTIC INTERGROUP

Secretary

- Prepares committee meeting sign in sheets and distributes contact information to committee members.
- Encourages committee chairs to submit their reports before the monthly committee meetings.
- Records notes during monthly committee meetings.
- Accurately records all motions, summarizes discussion, and counts votes.
- Compiles committee minutes after each month's meeting, and emails minutes to the committee as soon as possible.
- Reports previous month's minutes to committee.
- Coordinates information updates to Website, Graphics, Program, and Outreach committees.
- Works with Unity Chair to coordinate and communicate Roundup Unity activities.
- Attends walk-through and talk-through meetings, and records notes.
- Assists Treasurer with record-keeping, collecting money, and other duties as needed at event.
- Attends nightly event wrap-up meetings to record the review of all activities.
- Assists Chair and Co-Chair with preparation of final report to Cape Atlantic Intergroup.