



Boosters Basketball Secretary

Goal of Position: To maintain accurate records of the activities of the basketball board. To ensure that all board members are informed in a timely manner of upcoming meetings and activities.

Responsibilities:

- Board Seat
- Distribute meeting notices.
- Schedule meeting locations.
- Take minutes of the board meetings and committee meetings as required.
- Distribute meeting minutes to board members.
- Maintain board membership roster.
- Make copies and distribute copies (US Postal Service, email, etc.) of correspondence and other materials as necessary.
- Maintain a permanent file of all pertinent records (meeting minutes, policies, procedures, etc.).
- Assist President with keeping all organizational documents updated, such as by-laws and other policies and procedures.
- Assist during fundraising tournament(s).

Benefits: Be part of a successful youth basketball organization in the St Anthony community.