



POSITION DESCRIPTION AND DUTIES

SECRETARY:

The powers and duties of the secretary shall be to:

- Serve on and record minutes of the meetings for the Executive Board and post on the Website
- Give any required notices of meetings in the manner these Bylaws specify
- Serve as general custodian of records for the KGK
- Along with the president, certify the individuals chosen by the Executive Board to serve as the "Delegate" to each annual meeting or special meeting of the KGK
- Define the responsibilities for, and oversee the work of, all subordinate volunteer KGK program directors and coordinators, if any, whose roles support any area of key responsibility
- Chair, or oversee the chair and the work of, each KGK committee formed by the Executive Board as requested
- Run KGK registration
- Responsible for coordinating and placing annual uniform orders in conjunction with team moms and/or head coaches.
- Coordinates head team moms, holds trainings and informational meetings, and act as a liaison between the Executive Board and team moms.
- In conjunction with the President, create and distribute game and picture schedules

In the event that this position remains unfilled, the duties of this position shall be executed by the vice president.

This position is a member of the Executive Committee with full voting member rights.