

CLEVELAND POP WARNER JOB DESCRIPTION FORM

Job Title:

Secretary

Purpose of Job:

(Briefly state the primary purpose of the job in terms of how it contributes to the department's objectives.)



Keep the minutes of Cleveland Pop Warner Association, Inc. meetings

Responsibilities:

(List five to eight major functions and accountabilities.)



Responsible for recording the activities of Cleveland Pop Warner Association, Inc. and maintaining appropriate files, mailing lists and necessary records.



Run a background check and maintain on file a copy of each background check for every volunteer for CPWA



Maintain a list of all regular, sustaining members, directors and committee members and give notice of all meetings of the board or directors and committees.



Keep the minutes of the meetings of the members, the board of directors and executive committee, and cause them to be recorded in a book kept for that purpose.



Distribute minutes of meetings to board members in a timely manner.



Conduct all correspondence not otherwise specially delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.



To assist and support all other league affiliated activities

Job Qualifications:

(List the minimum education, formal training, skills, and experience required to perform the job.)



You must be able to be reached via home phone, cell phone and email. This ensures quick and thorough communication



PC/Laptop and printer for board meeting agenda and minutes

Created by:

Created/updated on:

Cleveland Pop Warner Association Approval: _____