



## Tualatin Timberwolves Youth Football Association

P.O. Box 394  
Tualatin, OR 97062  
www.tualatinyouthfootball.org

### Secretary

#### **Objective:**

The Secretary shall attend all meetings of the Board of Directors and of committees of the Board and shall record the minutes of such meetings. The secretary shall have custody of the seal of the corporation and attest deeds, contract, and other formal instruments; and, shall perform other duties incident the office as required by the President or Board of Directors.

#### **Responsibilities:**

- Record, distribute, and file an accurate record of minutes of each General and Executive Board meeting
- Secure all Association and League documents, contracts, records, and files for safekeeping
- Schedules/coordinates monthly Board meetings and communicates this information to all board members to be in attendance
- Report final game scores for all brackets to the TVYFL Secretary. Scores must be submitted by midnight of game day
- Set up and maintain email database
- Arrange for space reservations at the Tualatin Senior Center for Board meetings as necessary.
- Arrange for space reservations at public school space for registration and equipment fitting/handouts
- Complete and submit all required member announcements to local newspaper and/or other media outlets as decided by the Board of Directors
- Maintain and update the Tualatin Youth Football website with the assistance of the **Webmaster**. The Webmaster is a non-voting position that does not require board meeting attendance
- Continually reviews and modifies any necessary changes to this job description to keep it up-to-date and updates the master file
- Updates the master file for all Board position job descriptions as provided Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President
- Perform other duties as prescribed by the Board

1/17/06