



- The primary job of the Secretary is to take minutes at ECR Board meetings. The Secretary distributes the minutes to the Board for review in a timely manner, makes corrections as requested, and arranges for them to be posted on the club web site.
- The Secretary keeps the key to ECR's post office box, checks the box regularly for mail, distributes the mail, and makes sure the Treasurer pays the annual box fee.
- Depending on interest and skills, the Secretary may also:
 - Maintain the Club roster database (list of members, contact information, dance level, and membership/payment status)
 - Maintain the registration form used to collect information from members
 - Send reminders and follow-up notices to members when club membership fees are due at the beginning of the club year (October)
 - Track payment of dues and class fees on the roster
 - Produce a list of members for insurance purposes
 - Produce and distribute a printable membership directory to paid-up members and students at the end of the calendar year
 - Maintain the online club calendar and submit listings to other dance calendars
 - Maintain the club web site, www.reelers.org
 - Assist in the production and mailing of election ballots to club members
 - Assist in the production and delivery of the annual General Meeting presentation to the club
 - Handle messages sent to the club's email address information@reelers.org
 - Help new club members wishing to attend their first IAGSDC Convention by writing letters on their behalf to obtain new-dancer discounts
 - Produce diplomas for class graduation