**Council Secretary**

**General**: Record and publish the minutes of the meetings, maintain the member organization rotation list for the Designated Officer positions, and perform any other secretarial duties that may be required by the business of the Council.

**Term:** One Year, October 1 – September 30

**Specific Duties and Responsibilities:**

* Uphold society bylaws, policies and procedures
* A member of the Council Executive Committee
* Attend and record all Council meetings
* At each meeting, present the minutes of the previous meeting for approval
* Update Council policies and procedures from amendments captured in minutes; ensure that proper procedure is followed in any amendment process. Ensure alignment with Council bylaws
* Store meeting minutes in appropriate location
* Take an active role in our Banquet Committee
* Other duties as assigned by the Chair

**Qualifications:**

* Must be a respective member of a Society/Organization in the Council
* Preferably have strong writing and word-processing skills
* Basic knowledge of Council bylaws, policies, and procedures

**Time Commitment:** Approximately three to four hours per month (outside of Council meetings)

**Resources:** Council bylaws can be found [here](https://www.charlestonejc.org/uploads/2/6/3/2/26327801/cejc-bylaws_aprd_090220141.pdf)

\*Elected position by the Council Members.