

CYPRESS BAND AND PAGEANTRY BOOSTER CLUB

JOB DESCRIPTION: *Secretary*

1. Keep an accurate record of the proceedings of all meetings of the Band and Pageantry Booster Club.
2. Be prepared to refer to minutes of previous meetings.
3. Record all expenditures in the minutes.
4. Conduct all necessary correspondence of the Band and Pageantry Booster Club upon authorization of the President, Executive Board or Association.
5. Take attendance at all meetings.
6. Keep a current list of the paid members of the Booster Club provided by the membership chairperson.
7. Keep a current copy of the Booster Club bylaws.
8. Perform such other duties as may be delegated to the secretary.