

Conference Secretary Job Description

Possess a working knowledge of computer and information technology.

Attend all designated meetings.

Serve on the Conference Mission Team and Executive Committee.

Keep accurate minutes of all meetings.

Prepare Annual Report publication. Distribute to Executive Committee and mail to district officers.

Sign financial documents (check vouchers) for Conference Treasurer.

Send designated documents to be stored in the Conference Archives.

Keep an accurate roll of district organizations and their elected leaders.

Serve as contact person for district secretaries, and conduct training for them biannually.