



Job Title: Godwin Athletic Association Secretary

Purpose: The Secretary of the Godwin Athletic Association records, communicates and creates a permanent file of the plans and actions of the GAA in support of the overall Godwin High School athletic program.

Key Responsibilities:

(1) Attends GAA meetings on the first Monday of each month, creates a written record of each meeting and communicates a summary of each meeting to the Board. Serves as a voting Board member.

(2) Compiles a permanent record of the agenda, meeting minutes, Treasurer's, Membership, Committee and Audit reports, and Disclosure forms for each year.

(3) Maintains a copy of current bylaws, standing rules and a current Board member list.

(4) Is authorized to provide one of two signatures on checks written by the GAA in addition to the Treasurer and President.

(5) Provides support as needed for GAA events.

Reports to: President of the Godwin Athletic Association

Length of Appointment: Two Year - Beginning July 1st and continues until June 30th of the following year.

Time Commitment: The Secretary will provide 1-2 hours per month throughout the year and additional time as needed to provide support for GAA events.

Qualifications: Good listening skills, effective communication skills and strong organizational skills.