**PRSPS Job Description - Secretary**

**Job Title:** Secretary 11/2014

**Reports to:** Commander **Rank:** Lieutenant Commander

**Responsibilities:** As a Bridge Officer, the Secretary is encouraged to attend District 22 Conferences and to read and be familiar with Section 11.20 through 11.36 of the Operations Manual. He/She shall:

1. Keep the official squadron log of attendance and minutes of general, executive and special meetings, determine if a quorum, and give a brief report of the past meetings minutes at each meeting. Distribute copies of meeting minutes to all members of the Executive Committee and assistants after they are approved by the Commander. Send a copy to the District Executive Officer and a Courtesy Copy to the District Commander.

2. Keep an up-to-date record (using DB2000) of all members of this squadron, (Information Technology, Roster, DB2000 Assistant);

3. Maintain an up-to-date mailing list for meeting notices and squadron communications (DB2000 Assistant);

4. Have custody of the official copy of the Squadron Bylaws and keep it up to date;

5. Keep up to date Standard Operations procedures (SOP) and have them revised periodically for deletion or addition to Bylaws;

6. Maintain a file of all documents, records and communications of the squadron;

7. Handle such official correspondence as the Commander designates;

8. Send the required notices of all squadron and Executive Committee meetings and all lists of candidates for office to be voted upon at any election;

9. Report to the National Secretary on forms provided by headquarters, the names and addresses of the newly elected squadron officers, and complete HQ701 Historian's Form on the DB2000 program of education courses completed, squadron activities, and Squadron, District and National Awards received.

10. Cooperate with the Squadron Treasurer and Membership Chairperson in processing information and forms relating to new members, transferring members and reinstatements;

11. Send the list of delegates and alternates for District 22 Council Meetings and Conferences to the District 22 Secretary at the appropriate time;

12. Be an ex-officio member of all committees in the Secretary’s Department;

13. Keep the Assistant Secretary abreast of all matters. The Assistant Secretary should be capable of assuming the office of Secretary when required.

Other committees that may be found under the Secretary’s Department are: Historian, Informational Technology (DB2000, Roster), Web Site, Ensign Correspondent, Squadron Newsletter Editors, Newsletter Circulation, Photographer, and Newsletter Advertising.

These powers are further outlined in the PRSPS Squadron Bylaws, in conformity with USPS Bylaws, and in the PRSPS Squadron Operation Policies.

The description presented here is of a general nature, and may be added to or extended as requirements suggest. They are solely designed as a guide to help a member who is assuming an office with which he or she may not be familiar. In no way are they intended to supersede or amend PRSPS Bylaws or Operating Policies.