 BHS Key Club 

Duties of the Secretary

The secretary is responsible for managing the club’s records, files and details. It is imperative the secretary be prompt, organized and efficient. This means that the club’s records must be kept up to date and orderly.

BHS Secretary Duties and Responsibilities

1. Attend all club meetings (Board of Directors and general membership meetings).
2. Take minutes at all meetings and post them after each meeting on the website.
3. Keep an up to date and accurate calendar of events for the club.
4. Keep track of all pertinent information on Key Club members. (Updated club roster)