



Secretary JOB DESCRIPTION

1. Administrative Duties
 - a. Record minutes for four board meetings –
 - Three Quarterly meetings (January, April, July)
 - One Annual meeting (September)
 - b. Publish Meeting minutes to board members via email
 - c. Participate in Executive Committee meetings and deliberations. Record minutes for executive committee meetings as required.
2. Assist with preparation of annual Board Handbook
3. Special Events
 - a. Assist and support special events, including the Annual Awards Ceremony (September)
 - b. Assist with the annual Awards nomination/selection process
 - c. Prepare the annual Awards Ceremony program
4. Assist Executive Director and President as requested

QUALIFICATIONS

1. GCTA Board experience preferred
2. GCTA & USTA membership required
3. Safe Play certification required
4. Strong organizational and interpersonal skills

EMPLOYMENT STATUS:

Volunteer