



Executive Secretary

The Executive Secretary takes the minutes of the Executive Committee meeting and ensures that the rest of the committee is well informed.

Arrive by: 5:50 PM

Before the meeting

- TBA

Break

- TBA

After the meeting

- Verify that the meeting secretary recorded the minutes correctly,
- Take photos of the minutes and post them to the archive folder for weekly meeting minutes (in the Secretary folder):
<https://drive.google.com/drive/folders/1vyw3NCCKmFR92uGfufsjKBHykvZ1CsaK>

Monthly Tasks

- Prepare the agenda for the upcoming executive meeting so that members can add their discussion items,
- Compile the minutes from executive meetings.



Rock Your Role!

- *Carefully record and rewrite minutes for accuracy and clarity,*
- *Include the list of action items at the end of the executive meeting minutes so that the execs can easily see their tasks for the month ahead.*