

Role Description - Secretary

Records and details help keep clubs operating smoothly. A club secretary provides organization to the Christ-centered fun of clubs.

Role and Responsibilities

A club secretary's role is to serve leaders, directors, commanders, children, parents and the church through organization. He or she maintains records about kids' attendance and achievement, provides information for parents and is aware of inventory needs for club leaders and church staff.

Specific responsibilities are the following:

Attendance

- Maintain attendance records.
- Collect and record dues.
- Provide check-in and check-out direction.

Achievement

- Keep nightly achievement records.
- Tally points from all club segments to determine the winning team for each evening.
- Maintain permanent achievement records.
- Assist the director and/or commander in award presentation.

Materials

- Track club material inventory.
- Compile, place and receive product orders.
- Prepare awards for distribution.

Qualifications

Secretaries must meet the following qualifications:

- Have trusted Jesus Christ as his or her personal Savior.
- Be growing in his or her relationship with the Lord.
- Display solid organizational skills.
- Communicate well with others.

Time Commitment

Four-five hours average per week.