



Secretary Roles and Responsibilities

Roles:

- Take notes at every meeting (both Society and Board member meetings)
- Type a master copy and upload the file to Google Shared Drive
- Email the typed master copy to the President and Vice President after the meeting has ended
- Create Google surveys/polls that will be shared with the members

Responsibilities:

- Must be available for ALL guest speaker meetings (Tuesday's during U-Hour)
- Be available to attend monthly Student Organization Council (SOC) meetings in absence of the President and VP
- Responsible for representing the MGMT Society in a professional manner at ALL times.
- Passion to aid the growth of the MGMT Society and to “inspire today’s students to become tomorrow’s great leaders!”

Qualifications:

- Excellent notetaking skills with accurate spelling and grammar
- Strong organizational skills
- Proficient in Google Drive/Shared Drive folders
- Ability to work in teams or individually
- Effective listening skills to ensure main points are written down