



LMSC VOLUNTEER ROLE DESCRIPTION SECRETARY

ROLE OVERVIEW

The LMSC Secretary's purpose is to document outcomes of LMSC meetings and actions, and to act as official record keeper of LMSC communications and governance documents.

KEY DUTIES & RESPONSIBILITIES

- Maintain all records and documentation so that LMSC members can see that the LMSC board, officers, and annual meeting delegates are acting on their behalf.
- Record and organize the minutes of all meetings of the LMSC and make the minutes available to the membership.
- Submit a copy of the annual meeting minutes to the national USMS office no later than April 30th of the following year.
- Maintain current LMSC Bylaws and keep a record of all changes in the Bylaws.
- Maintain other governing and policy documents.

RECOMMENDED EXPERIENCE & SKILLS

- Ability to fairly summarize board meetings and disseminate to members via meeting minutes.
- Strong computer skills.
- Understanding of governing principles of United States Masters Swimming.

RESOURCES

- USMS Volunteer Central: <https://www.usms.org/volunteer-central>