

WCBR Residents' Association Secretary - Position Description

- Participates as a member of RA Executive Board meetings
- Participates in RA Officers' meetings
- Participates in RA general meetings
- Take notes and prepare minutes of the meetings of the Residents' Association (RA) and the RA Executive Board within one week of each meeting
- Distribute the minutes for review, incorporate review comments, and then have them placed in the RIC and on the website in a timely manner.
- Supervise the RA Document Retention policy
- Maintain a record of all mission statements and position statements including the date of RAEB approval
- Conduct the yearly committee signups
- Serve as RA Committee liaison (minimum two committees per year)
 - o Oral reports for Executive Board
- Support Administration when requested.

Approved by RAEB, November 28, 2018