

GSDA Club Secretary Position Responsibilities:

1. General Club correspondence and communication with members through our club email GreaterSDA@gmail.com.
2. Read and answer all GreaterSDA@gmail.com emails.
3. Assist with posting pertinent information about the Club events, Designated Points Trials and other related information to the Facebook Group Page: GSDA Herding Trials
4. Oversee the annual Membership Drive starting yearly in July and maintain the membership roster.
5. Oversee the nominations and voting for future Officers (President and Vice President) and election of Treasurer and Secretary by the Board.
6. Coordinate Monthly Board Meetings; gather Agenda items and submit an Agenda to The Board for the Board meetings. Take Board Meeting minutes as needed.
7. Coordinate Annual Meeting (usually held at the Fall Trial each year)
8. Keep track of Club assets, i.e. inventory of promotional items, Club Banners.

Officers & Board Members will make a reasonable effort to attend GSDA Events