



**Secretary**

Purpose: To record minutes, keep records, and transact correspondence arising from all Camp business

Qualification: Member of an affiliated church

Term: Two years, can succeed himself or herself only once

Authority: Elected at the Annual Meeting

Accountability: Delegates from the affiliated churches

Abilities: Able to organize, to ensure procedure and to draft documents

Responsibilities:

- a) Serve on the Board and as an Officer of the Board.
- b) Ensure that accurate minutes of all Board meetings and business meetings are recorded, distributed as necessary, and filed for future reference.
- c) Notify all Board members of upcoming meetings.
- d) Transact correspondence arising from all Camp business as instructed by the President, Board or delegates from the affiliated churches.
- e) Maintain all camp files.
- f) Forward a list of campers and a report on each to the affiliated churches following the camp season, in consultation with the Director(s).