

SECRETARY

Summary of Primary Duties:

Shall provide necessary secretarial services including taking minutes, maintaining records, and distributing information to the COSA membership. The Secretary shall collect, open, acknowledge, forward, and log all COSA mail and process other communications as assigned.

All records are the sole property of COSA and shall not be transferred or destroyed prior to the official dissolution of the body.

Term of Office:

The Secretary may be elected or appointed at the discretion of the COSA membership.

Time Requirements:

This position requires approximately 10-15 hours each month.

Primary Tasks and Responsibilities:

1. Attends monthly COSA Executive Committee meeting
2. Attends monthly COSA meeting
3. Makes note of attendees and checks off roll sheet at COSA Executive Committee meeting and COSA meeting
4. Records minutes at above meetings with the goal of conveying the main ideas of the discussion by using the agenda as a guide
5. Prints minutes on COSA letterhead and sends to Treasurer to be printed and distributed via campus mail to all employees, with an additional copy distributed to each COSA member (completed within a week to 10 days after meeting)
6. Sends minutes via email to the webmaster to be posted on the COSA web page
7. Receives approximately 20 copies of the quarterly newsletter from the Print Shop and distributes them via campus mail to COSA members
8. Sends out agenda (provided by Chair) and meeting announcements via email to COSA representatives
9. Maintains a binder containing written records of COSA activities, including committee minutes and reports, treasurer reports, newsletters, correspondence, etc.
10. Other tasks as needed

Secondary Tasks and Responsibilities

11. Sends notice to Chair when a member misses two meetings
12. Receives incoming COSA mail and forwards it to the appropriate member
13. Maintains an archive of all COSA activities which is kept in the Odum Library
14. Serve on Staff Appreciation Day committee

Useful Knowledge, Skills and Abilities

- Basic knowledge of Robert's Rules of Order
- Ability to write effectively using appropriate grammar
- Basic skill in using a computer or word processor
- Knowledge of the organizational structure of the University and key administrators and faculty