

RAA Secretary Job Description

Position Overview: The Secretary of the Alumni Association plays a crucial role in supporting the organization's administrative functions. This position is responsible for maintaining records, coordinating communications, and ensuring that meetings and events run smoothly.

Key Responsibilities:

1. **Meeting Coordination:**
 - Schedule and organize regular meetings of the alumni board and committees.
 - Prepare and distribute meeting agendas in advance.
2. **Minutes and Documentation:**
 - Take accurate minutes during meetings and distribute them to members in a timely manner.
 - Maintain a record of all official documents, including minutes, reports, and correspondence.
3. **Communication:**
 - Serve as a primary point of contact for alumni inquiries and communications.
 - Assist in drafting newsletters, announcements, and other communications to keep alumni informed.
4. **Records Management:**
 - Maintain an organized database of alumni contact information and membership records.
 - Ensure all documentation is kept up to date and accessible.
5. **Event Support:**
 - Assist in planning and organizing alumni events, including reunions and networking opportunities.
 - Help with logistics, registration, and follow-up communication for events.
6. **Collaboration:**
 - Work closely with the Treasurer and other board members to support the overall goals of the association.
 - Participate in committee meetings as needed.

Qualifications:

- Strong organizational and multitasking skills.
- Excellent written and verbal communication abilities.
- Familiarity with office software and tools (e.g., word processing, spreadsheets).
- Prior experience in administrative or secretarial roles is a plus.

Commitment:

- Attend regular board meetings and alumni events.
- Dedicate approximately [insert hours] per month to fulfill responsibilities.