



Pueblo Rangers Secretary

Position Summary:

The Secretary of the Pueblo Rangers Soccer Club (PRSC) will be a voting member of the Board of Directors and should have a solid reputation as a person of great trust and integrity. The Secretary shall keep the necessary minutes and keep attendance of the participants at all annual, regular and special board meetings. The Secretary shall send out notices and shall prepare a membership role to include coaches and team managers for the annual meeting of the Members.

Length of Term:

2 Years

Reports to:

The Secretary reports to the Board of Directors and the members

Essential Duties and Responsibilities:

- Understand and promote the Pueblo Ranger's mission
- Be familiar with the Ranger's programs, policies and operations
- Attend board meetings on the first Wednesday of each month, excluding July
- Make an annual gift "according to your circumstances to the Ranger's organization to achieve 100% board giving" or participate in fundraising activities as an alternative option of contributing to the organization. If needed, meet with potential donors/funders to make a case for funding the organization
- Will actively serve on the Rules and Bylaws Committee
- Attend at least 2 community outreach/club events per year
- Strictly adhere to the conflict of interest policy set forth by the PRSC
- Will create and submit an agenda to the board of directors and voting members at least 24 hours prior to the monthly board meeting
- Will review the agenda and any supporting documents prior to board meetings and actively participate in all meetings