CLUB SECRETARY

Volunteer Leadership Role • West Coast 4x4 Adventures

RECORDS | COMMUNICATIONS | GOVERNANCE

ROLE	Club Secretary	**STATUS**	Volunteer (Unpaid)
REPORTS TO	Club President / Board of Directors	**TERM**	One year (renewable)
EFFECTIVE DATE	October 2026	**CLASSIFICATION**	Officer — Board of Directors

■ **BOARD OFFICER ROLE: The Club Secretary is a voting member of the West Coast 4x4 Adventures Board of Directors. This position carries fiduciary and governance responsibilities in addition to administrative duties. All records maintained by the Secretary are official club documents.**

1. POSITION OVERVIEW

The **Club Secretary** is the organizational heartbeat of West Coast 4x4 Adventures. While other roles drive the excitement on the trail, the Secretary ensures that everything behind the scenes runs with precision — meetings are properly convened, decisions are accurately recorded, communications reach the right people, and the club's records remain current, complete, and legally sound.

As a voting member of the Board of Directors, the Club Secretary plays an active role in club governance — participating in strategic decisions, maintaining accountability for proper procedure, and serving as the institutional memory of the organization. The Secretary is often the first point of contact for new members and external inquiries, making professionalism, responsiveness, and attention to detail essential qualities for the role.

> *"The Secretary is the thread that holds the club together. Every great decision the Board makes, every event that runs smoothly, every member who feels informed — it all flows through this role."*

2. CORE RESPONSIBILITIES

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Meeting Administration

- Schedule, notice, and coordinate all regular and special Board meetings in accordance with club bylaws.
- Prepare and distribute the meeting agenda to all Board members a minimum of 48 hours before each meeting.
- Record accurate and complete minutes of all Board meetings, including motions, votes, and action items.
- Distribute approved meeting minutes to all Board members within 7 days of each meeting.
- Maintain the official archive of all meeting minutes dating from the club's founding.
- Track all outstanding action items from Board decisions and follow up with responsible parties between meetings.
- Coordinate meeting logistics including venue, dial-in links, and required quorum confirmations.

Membership Records Management

- Maintain the master club membership roster including contact details, membership status, and join date.
- Process new membership applications, renewals, and terminations in coordination with the Treasurer.
- Issue member welcome packets, ID numbers, and waivers for all new members.
- Maintain accurate records of member waivers, liability releases, and required forms.
- Track member standing and notify the Board of any membership status changes affecting voting rights or event access.
- Provide current member counts and roster summaries to the Board as required for reporting and elections.
- Ensure all member data is stored securely and in compliance with applicable privacy standards.

Official Correspondence & Communications

- Draft, send, and archive all official club correspondence including letters, notices, and formal communications.
- Serve as the primary point of contact for external inquiries directed to the club's general email and mailing address.
- Coordinate with the Communications Officer on member-facing announcements that require Board authorization.
- Prepare and distribute formal notices for elections, bylaw amendments, and special meetings.
- Respond to member inquiries regarding meeting schedules, club policies, and governance procedures.
- Maintain the club's official correspondence log with dates, recipients, and content summaries.

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Governance & Compliance

- Maintain custody of all official club documents including the charter, bylaws, standing rules, and policies.
- Ensure all club activities, elections, and Board decisions are conducted in accordance with the bylaws.
- Prepare and file required state or organizational filings for club registration and status maintenance.
- Track bylaw review cycles and flag required updates or amendments to the Board for action.
- Maintain a policy register documenting all Board-approved policies, their effective dates, and review status.
- Coordinate the annual election process including nominations, ballots, vote counts, and result certification.
- Provide guidance to Board members and committee chairs on proper procedure and governance requirements.

Document & Records Management

- Establish and maintain an organized, accessible filing system for all club documents — physical and digital.
- Archive event records, contracts, insurance documents, permits, and significant correspondence.
- Ensure critical club documents are backed up securely and accessible to authorized Board members.
- Manage document retention schedules and oversee the proper disposal of expired records.
- Provide document retrieval support to the Board, committee chairs, and legal representatives as needed.

3. MEETING MINUTES STANDARDS

All WC4x4 Board meeting minutes must meet the following minimum content standard. Minutes are official club records and may be referenced in legal, insurance, or governance proceedings:

Meeting Header	Date, time, location, type of meeting (regular/special), presiding officer
Attendance	Names of members present, members absent, guests — quorum confirmation
Approval of Prior Minutes	Motion to approve, mover, seconder, vote result
Reports	Summary of each officer report presented; action items noted
Old Business	Status update on all prior action items; outcomes recorded
New Business	All motions stated verbatim; mover, seconder, vote count (Y/N/Abstain)
Action Items	Person responsible, task description, and deadline for each item
Adjournment	Time of adjournment; next meeting date if announced
Certification	Secretary's signature and date of approval by the Board

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■ Draft minutes must be distributed to all Board members within 7 calendar days of the meeting. Final approved minutes must be signed by the Secretary and filed in the official archive within 14 days of approval.

4. REQUIRED SKILLS & QUALIFICATIONS

- Active membership in West Coast 4x4 Adventures in good standing for a minimum of 6 months.
- Exceptional written communication skills — the ability to produce clear, concise, and accurate documents.
- Strong organizational skills with demonstrated experience managing files, records, or administrative systems.
- Proficiency with digital tools including Google Workspace (Docs, Sheets, Drive) or Microsoft Office Suite.
- Ability to take accurate, detailed notes during fast-moving meetings and discussions.
- Reliability and consistency — deadlines for minutes distribution, notices, and filings are non-negotiable.
- Discretion and confidentiality — the Secretary regularly handles sensitive member and governance information.
- Comfortable managing email correspondence professionally and responsively on behalf of the club.
- Basic understanding of parliamentary procedure or club governance (Robert's Rules of Order preferred).
- Willingness to attend all scheduled Board meetings and most major club events.

5. PREFERRED QUALIFICATIONS

- Prior experience as a club, organization, or corporate secretary, administrative assistant, or office manager.
- Familiarity with nonprofit governance, association management, or club bylaw administration.
- Experience drafting formal correspondence, board resolutions, or policy documents.
- Knowledge of Arizona or California state requirements for nonprofit club registration and reporting.
- Experience with membership management platforms or CRM tools.
- Background in project management, executive support, or legal/paralegal administration.
- Ability to create and manage shared digital filing systems accessible to distributed teams.
- Completion of a Robert's Rules of Order or parliamentary procedure course or workshop.

6. KEY DOCUMENTS UNDER SECRETARY'S CUSTODY

The Club Secretary is the official custodian of the following records. All documents must be maintained in organized, backed-up, and accessible form throughout the term of office and transferred in full to the incoming Secretary upon transition:

GOVERNANCE DOCUMENTS	MEMBER & OPERATIONAL RECORDS

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■ Club Charter & Articles of Organization	■ Member Roster & Contact Database
■ Bylaws (current & all prior versions)	■ Signed Membership Applications
■ Standing Rules & Club Policies	■ Member Waivers & Liability Releases
■ Board Meeting Minutes (all years)	■ Official Club Correspondence Archive
■ Annual Meeting Minutes & Records	■ Contracts & Vendor Agreements
■ Election Results & Ballot Records	■ Insurance Certificates & Claims
■ Officer & Committee Rosters	■ State & Organizational Filings

7. TIME COMMITMENT

Board Meeting Attendance	2–3 hours	Monthly
Meeting Minutes Preparation	1–2 hours	Per meeting
Minutes Distribution & Filing	30–60 minutes	Per meeting
Membership Roster Maintenance	1–2 hours	Monthly
Correspondence & Member Inquiries	2–4 hours	Weekly
Document Filing & Archiving	1–2 hours	Monthly
Election Coordination	4–8 hours	Annually
Bylaw & Policy Review	3–5 hours	Annually
New Member Onboarding Admin	1–2 hours	Per new member batch
Secretary Transition / Handover	4–6 hours	At end of term

Total estimated commitment: **8–15 hours per month**. Activity peaks around election cycles, annual meeting preparation, and end-of-term document transition.

8. AUTHORITY & GOVERNANCE ROLE

Voting Board Member: The Club Secretary holds a full vote on all Board motions and resolutions, equal to all other officer positions.

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Official Record Authority: Signed and filed minutes are the official record of Board decisions. The Secretary's certification of minutes is final for governance purposes, subject to Board approval.

Document Custodianship: Holds custody of and bears responsibility for all official club documents. No official document may be altered, destroyed, or transferred without Secretary authorization and Board knowledge.

Meeting Procedure Authority: May advise the presiding officer on matters of meeting procedure, quorum, and bylaw compliance during Board meetings. The Secretary's procedural guidance is advisory to the Chair.

Correspondence Authorization: Authorized to draft and issue official club correspondence on behalf of the Board. Letters committing the club to legal or financial obligations require co-signature of the President.

Election Administration: Serves as the neutral administrator of all club elections including ballot design, distribution, collection, and result certification. The Secretary may not stand for re-election in a cycle they are administering without appointing an independent election officer.

9. WHAT THIS ROLE BRINGS TO THE CLUB

■ GOVERNANCE INTEGRITY	Accurate records and proper procedure protect the club legally and build member confidence in
■ INSTITUTIONAL MEMORY	A well-maintained archive means the club never loses its history, decisions, or hard-won knowle
■ MEMBER CONNECTION	Timely, professional communications keep members informed, engaged, and feeling valued.
■ ACCOUNTABILITY	Tracked action items and documented decisions ensure commitments are followed through by th
■ LEGAL PROTECTION	Properly filed documents, waivers, and meeting records reduce the club's exposure to disputes a
■ ORGANIZATIONAL GROWTH	Strong administrative systems allow the club to scale — more members, more events, more spo

10. HOW TO APPLY

The Club Secretary position is filled by member election at the annual general meeting, or by Board appointment in the event of a mid-term vacancy. Active members in good standing are encouraged to put their name forward.

Step 1 — Declare Your Candidacy
Notify the Club President in writing at president@westcoast4x4adventures.com with the subject line "Secretary Candidacy – [Your Name]" no later than 14 days before the annual election meeting.

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Step 2 — Submit a Candidate Statement
Provide a 200–350 word statement describing your administrative experience, your vision for the role, and what you bring to club governance. This statement will be shared with all voting members prior to the election.

Step 3 — Candidate Q&A;
All Secretary candidates will be invited to answer member questions at the pre-election meeting or in writing via the member newsletter. This ensures informed voting.

Step 4 — Election & Transition
The Secretary is elected by majority vote of eligible members. The incoming Secretary begins a 30-day transition with the outgoing officer to receive document custody, system access, and procedural orientation.

Candidacy Deadline: 14 days before the Annual General Meeting.
Mid-Term Vacancy: Board appointment — contact the President to express interest.
Questions? Reach any Board member at your next club meeting or via the club email.

This position description is approved by the West Coast 4x4 Adventures Board of Directors and is subject to annual review. West Coast 4x4 Adventures is an equal opportunity volunteer organization and encourages nominations from all members regardless of background.

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