

<b>Job title</b>	<i>Queen Creek House Committee Secretary</i>
<b>Reports to</b>	<i>Chairman</i>

### **Job purpose**

- To note all pertinent committee communications

### **Duties and responsibilities**

The House Committee Secretary is responsible for

- Producing upcoming meeting agendas using information provided by any unresolved issues from previous meeting, topics for discussion as provided on the House Member Topics for Discussion Form submitted by House Members by the deadline specified prior to the next House Meeting, as directed by the QC House Chairman, and/or House Committee Members
- Keep minutes of current meeting
  - Attendance
  - Old business
  - New Business
  - Voting items and results
- Type up meeting minutes and distribute to all house members via email
- Sending out any email blast communications to QC House members deemed necessary by the QC House Committee

### **Qualifications**

To hold the position of QC House Committee Secretary the candidate should:

- Education- Minimum education level sufficient to take comprehensive , understandable notes
- Specialized knowledge- Knowledge of meeting procedure and format
- Skills
  - Basic Computer typing skills
  - Not technology adverse
  - Time management skills
  - Detail oriented
- Abilities
- Professional Certification- None
- Experience- Some administrative experience helpful, but not required

### **Working conditions**

None

### **Physical requirements**

Ability to sit for sometimes extended periods.

### **Direct reports**

QC House Chairman

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<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>

*Ideally, a job description should be reviewed annually and updated as often as necessary.*