



Guadalupe Home & School Club

Secretary

General Duties:

- Prepare GHSC meeting agenda and slide deck and send it to chairs and board members for review prior to the meeting
- Post agenda to the website
- Attend the monthly GHSC board meetings and record the minutes
- Post the approved minutes to the website
- Shall act as a custodian of records and other materials pertinent to the history of the organization
- Coordinate classroom giving drive communication with grade level teachers
- Responsible for updating board Job Descriptions