



**Secretary**  
**Board of Directors, Charles County Literacy Council (CCLC)**  
Position Description

The Secretary is a member of the Executive Committee of the Board of Directors and is responsible for the accurate record of proceedings of Council meetings. This is a volunteer position.

The duties of the Secretary are as follows:

1. Attends and records proceedings of all monthly CCLC meetings.
2. Presents minutes of previous meetings before each meeting via email to all attendees of the meeting for comment and suggestions.
3. Presides at meetings in the absence of the President and Vice President, and appoints an acting Secretary.
4. Along with the other Executive Board members, evaluates the performance, and recommends salary action and hours of the Program Coordinator and other paid personnel.
5. In cooperation with appropriate Board members, may assist with the preparation of annual requests for funding, e.g., from Charles County Commissioners and the United Way of Charles County.
6. Meets once per month with the CCLC Executive Committee prior to the monthly CCLC meeting.