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| <b>Job Title: Secretary</b><br><br><b>Reports to: Members, Mission Minor Softball</b> | <b>COMPENSATION</b><br><br><b>Volunteer Position (elected)</b> |
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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This position is responsible for the recording in writing of all activities of MMSA.

**REPORTING STRUCTURE**

This position reports to the membership of MMSA and the executive as directed by vote. This position also receives direction from the president of MMSA.

**EXAMPLES OF WORK**

Listed examples are illustrative and representative of the tasks required of this position and are not intended to be complete or exclusive.

- Responsible for recording of the minutes at all MMSA executive meetings.
- Responsible for attending MMSA executive meetings. This is an elected voting position of MMSA.
- Receives direction from the President as required.
- Undertakes other duties and activities as mandated by the MMSA executive by vote.

**REQUIRED QUALIFICATIONS**

- This is an elected position by the membership of the MMSA at the general meeting by charter and runs for a period of two years. The qualifications are at the sole discretion of the membership by vote.

**This position outline is a general guideline and does not represent all encompassing details. The position assumes that the incumbent has both the mental and physical requirements to carry out the above defined duties.**