



MISSOURI AQUARIUM SOCIETY

Club Secretary Duties & Responsibilities

The Secretary of the Missouri Aquarium Society, Inc. (MASI) plays a vital role in ensuring the smooth operation and documentation of the organization's activities. The following responsibilities are typically associated with the Secretary role:

Meeting Documentation: Recording and maintaining accurate minutes of both General and Executive Council meetings. These minutes serve as the official record of discussions and decisions made.

Attendance Tracking: Taking attendance at General Monthly Meetings to ensure accurate records of member participation. This information may be used for membership status updates, voting eligibility, points tabulation, and organizational reporting.