Secretary for Rain City Symphony

Job description

The duties of Rain City Symphony the secretary are to take minutes at both the Board and General meetings. Once the minutes are put in order, they are posted to the Symphony's website under the "Minutes" section. Posting the minutes includes formatting them using HTML code to make them more readable.

The minutes include the date and time of the meeting, who attended, and the information discussed at the meeting. The next meeting is noted at the end of minutes.

Before to the next Board meeting a link to the prior minutes is sent to the other Board members for review. Corrections are requested and made, if needed. At the beginning of the each Board meeting approval of the prior meeting's minutes is sought.