



Communications Secretary Position Description

The **Communications Secretary** receives and responds to all communication pertaining to the Association, as per the President's request.

Communications Secretary Requirements

1. Elected by the Association members from among the membership.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. Serve a minimum 2 year term.

Communications Secretary Responsibilities

1. Receives all Association correspondence and responds as necessary.
2. Submits pertinent correspondence to the Recording Secretary for the permanent record.
3. Notifies members of the Board of Directors of the time and place of meetings per request of the President.
4. Assists the Social Media and Publicity Chair and Webmaster as necessary in keeping the Facebook page and the Website updated.
5. Performs other duties as requested by the President.
6. Serves as a member of the Executive Committee.
7. Is a voting member of the Board of Directors.

Revised: January 2017