

# SCTPC Secretary

## Overview:

"Secretary - shall keep records, issue notices and maintain minutes of all SCTPC meetings; furnish reports as required by the CA and the SCTPC Board; ensure that the Secretary's records are retained for three (3) years and, upon leaving office, will pass the records to his/her successor."

## Duties and Responsibilities:

- Maintain records for the SCTPC.
- Take minutes of all SCTPC meetings, including business meetings of the general membership and executive board workshops.
- Ensure that the timetable and procedures are followed for the annual meeting according to SCTPC By-Laws.
- Keep all Rules and Regulations updated and posted.
- Post all SCTPC notices and rules at all court locations.
- Schedule/reserve rooms and facilities for all SCTPC activities.
- Report all accidents to the proper CA personnel.
- Assemble new member packets for new members.
- Assist with the input of new member information in the court management system.
- Perform other duties that may be assigned by the SCTPC Board.