



## Office of Student Life

# Clubs and Events Board (CAEB): Secretary

### **DUTIES AND POWERS OF EXECUTIVE OFFICERS:**

All Executive Officers shall:

1. Check office e-mail regularly
2. Maintain a binder record of duties and documents concerning their time as a member of the Associated Students Organization

Eligibility:

1. Executive Board officers must have a minimum of a 2.0 GPA in order to hold an office.
2. Executive Board officers shall be currently enrolled at Folsom Lake College and shall have completed or have in progress at least five (5) units during their tenure.

The Secretary shall:

1. Serve as recorder of all minutes and agendas for Clubs and Events Board meetings.
2. Provide minutes for anyone present during Clubs and Events Board meetings.
3. Provide an updated contact list to Clubs and Events Board members.
4. Maintain the Agenda/Minutes binder.
5. Take roll and determine quorum at each meeting.
6. Create and distribute any letters of recognition, appreciation or communication with outside parties.