**SECRETARY**

1. Organizes organizational meetings
   1. Keeps meeting minutes
   2. Provides any necessary supplies
2. Oversees interviews for organization
   1. Parent interviews for Travel Teams
   2. Coach interviews
   3. Staff interviews
   4. Volunteer interviews
3. Organizes necessary paperwork for the org.
   1. Background checks
   2. Employee (Volunteer) Disclosure Statements
   3. Participant Waivers
   4. Coaching Contracts
   5. Participant packets for Travel Teams
4. Tracks resources via shared drive
   1. Forms
   2. Logos
   3. Pictures
   4. Information