

Hello parents and guardians of EWSC players. The EWSC Board of Directors (BOD) has an open position for a new Secretary. You can see from the list of duties below that the Secretary position is an important one, and yet the time commitment is quite reasonable. Our current Secretary, Wendy Luc-Pepin, has also assumed the duties of Travel Director, and so we now need a new Secretary to step up. Wendy can help the new Secretary get acclimated if needed. We don't have gender stereotypes on our BOD; the Secretary can be a woman or a man.

Do not hesitate to contact Wendy or another director if you have questions. You can [link to our contact info](#).

You might discover that you enjoy being a director who has a voice in the management of EWSC. Down the road, you might want to transition into another role, such as President. A description of duties for each position can be found in Article VIII of the [EWSC Constitution](#).

Please consider giving something back to our community by donating a modest amount of your time to help an organization that benefits the youth of East Windsor.

Secretary Duties

1. Records the activities of the EWSC and maintains appropriate files and necessary records.
2. Gives notice of all meetings.
3. Drafts the meeting agendas with input from other members.
4. Takes the minutes of meetings and shares them with the BOD as soon as possible after the meeting and before the next meeting.
5. Notifies members, directors, officers and committee members of their election or appointment.