

**JOB DESCRIPTION
SOHSET
DISTRICT SECRETARY**

- A. Take accurate minutes and report to district as soon as possible**
- B. Record important dates, names and titles for District contacts – should be passed for attachment in rule book**
- C. Registration of each team and athlete – deadlines and milestones**
- D. Complete information on each form including names of coaches, phone numbers and e-mail addresses**
- E. Work with Treasurer on registration and recording checks received for each rider**
- F. Send e-mails and notifications for the District Chair when asked**
- G. Send minutes from State Board meetings to coaches when received.**
- H. Be available to District Chair for projects in your realm**
- I. Record all votes, elections**