



Sacramento United Soccer Club Secretary Duty Statement

The Secretary shall keep and maintain records of the Corporation, including a record of the minutes of each meeting of the Board of Directors.

Duties Include:

- Create and maintain jersey rosters for each team
- Monitor jersey request form responses
- Add players and jersey numbers into the Kombat site
- Monitor and distribute Club Feedback Form responses
- Create and maintain employee folders to include signed employee contracts and signed employee handbook acknowledgements
- Attend all Board of Director meetings
- Be available for club tournaments and functions
- Other duties as assigned