



Grad Night Boosters
18627 Brookhurst Street
Box 120
Fountain Valley, CA 92708

Job Title: Secretary

Description of Duties:

1. Attend all Grad Night Executive and Extended Board Meetings.
2. Compile the meeting minutes for both the Executive Board Meeting and the Parent Meeting.
3. Send to the President to distribute and the President will have a vote in every meeting to approve the minutes.
4. After each meeting approval, be sure to send to the Webmaster the PDF approved meeting minutes.
5. Keep track of the By-laws and all the meeting minutes.

Time of Service Dedication:

1. Attend meetings.
2. Type up every meeting minutes.