

Clay Fest Secretary

The Clay Fest Secretary attends all meetings of the Clay Fest Steering Committee, typically six times a year (January, February, March, June, September, and November), takes the minutes of the proceedings, and distributes the minutes to all members of the Steering Committee in a timely manner. The Secretary should also see that the Webmaster has a copy of the Minutes to post on the Local Clay website, after the Steering Committee has approved the minutes at the following meeting.

The Secretary also keeps a sign-in sheet available for attendees to sign into, or otherwise keeps an accurate record of Chairs' attendance at meetings. There should be a Secretary's notebook, where copies of attendance, minutes, and other records can be kept. This notebook is best kept both digitally and in notebook form.

Skills needed include: the ability to listen to, and take down, a summary of all issues, discussions, and resolutions. Useful computer skills include the ability to put the minutes into a word document and use email to send them to the Steering Committee--a group of about thirty people.