



**HARBOR AREA SERVICE COMMITTEE
JOB DESCRIPTIONS**

HARBOR AREA SERVICE COMMITTEE SECRETARY

(Sobriety requirement: 12 months)

The Harbor Area Service Committee Secretary is elected to maintain a record of the proceedings and recommendations of the Harbor Area Service Board and Committee.

The Secretary attends all meetings of the Harbor Area Service Committee and the Harbor Area Service Board and records the minutes of said meetings.

Ensures that Chair #4 has a copy of the Board minutes and recommendations for the Central Office file.

Is responsible to see that the minutes are typed and prepared for publication and to submit them to the Harbor Area Service Board for approval prior to publication in the *Harbor Light*.