



Destination ImagiNation  
**Clarence DI Boosters**  
P.O. Box 249  
Clarence , NY 14031  
[www.clarencedi.com](http://www.clarencedi.com)

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### **Secretary Job Description**

- Take minutes at each regular meeting of the DI Boosters and read them at the following regular meeting.
- Keep minutes for all DI Executive Board meetings.
- Keep files (electronic and hard copy) of all Booster Club documents, school year information, Team Cheers and other correspondence and publications.
- Have available copies of the Constitution and By-Laws.
- Prepare various correspondence related to DI business, thank you letters for DI donations (cash, food and/or materials) or assistance, and other appropriate responses, as required.
- Provide general coordination assistance to DI committees, the publicity person and school liaisons, as required.
- Prepare and/or assist with the preparation of Team Cheers for Regional and State competitions program brochures. Be sure that they are provided to the WNY director in a timely fashion.
- Maintain and update the alumni database of DI teams involved in the Clarence DI program.
- Assist with the updating of DI applications and other membership documentation.
- Coordinate lodging for teams advancing to State competition (secure blocks of rooms at local area hotels),
- Act as an Ex-Officio member of the registration committee.
- Have signatory authority over the DI Booster Club bank account.