



# Secretary Form



Builders Club is a student-led service organization for middle school students. Students take on leadership positions within the club. The duties of the secretary are:

- Corresponds
- Collects reports
- Attends club meetings and keeps records
- Attends board meetings and takes minutes
- Maintains club files

Interested students need to complete and **return the following form to Ms. Eich as soon as possible.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

1. Why do you want to run for Secretary of Builders Club? What qualities do you have that would make you a good secretary? What ideas would you bring to the club?

**Permission to Participate:**

*I hereby give my permission for my child to run for secretary of Builders Club.*

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Date: \_\_\_\_\_