



SAKC Secretary's Role

Requirements:

3 years in the surety industry with any combination of carrier/agency company background in any role

Responsibilities:

Manage the communication to members. Prepare & send-out mass emails to members as needed announcing upcoming events, local industry topics/concerns, asking for promotional and advocacy activities that were completed by members, etc.

Maintain/update an accurate email list for all SAKC members

Oversee the "Communications Committee"/webmaster(s)

Support role for President, Vice President and Treasurer

Take pictures at SAKC events, and encourage members to do so. Send pics to Webmaster(s) (Anita/Joyce) for posting on the SAKC website.