

SUGGESTIONS CONCERNING THE NECESSARY  
QUALIFICATIONS FOR SECRETARY. 30/4/23

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1. Tact and Diplomacy. Ability to get along well with all sorts of men with as few breaks as possible.
2. Business ability; not necessarily a book keeper.
3. Knowledge of athletics and athletic organization and administration. Not necessarily a performer. Technical knowledge advisable but not essential.
4. Ability to organize and carry out intra mural competition in as many activities as possible. Knowledge of schedule formation.
5. Understanding of objectives in athletic competition.
6. Thoroughness in detail.
7. Ability to conduct meetings    correspondence.
8. Knowledge of athletic supplies and equipment for purchase of same.