

SECRETARY

JOB DESCRIPTION

1. The Club Secretary is responsible of taking notes at any proceedings of the Board at monthly meetings, the General Membership meeting or any other meeting called by the board. These minutes are:

- Distributed to Officers and Directors, the Club Manager.
- Posted at the designated, visible place, at the Club as soon as possible after the meeting
- Filed, in original, in the official book of the Board meeting minutes at the Club office

2. Reads the minutes of all meetings when it is requested to do so.

3. Provides written reminders (via e-mail) to Board members for agenda items one week prior to any meeting.

4. Generates an agenda, in cooperation with the President, sends it to Officers, Directors, Club Manager and Office Manager.

5. Posts the agenda in a visible designated place at the Club, 24 hours in advance for monthly Board meetings and one (1) month in advance for the Annual General Membership meeting.

6. Keeps a current Action List of Board activity.

7. Keeps all correspondence current.

8. Accepts other duties as assigned.

Revised April 2021