

# Duties of the Secretary

From the handbook By-Laws Article 3 Duties:

*“The Secretary shall notify the General Membership of meetings (2/11) and keep a record of the minutes of all meetings of the Club and conduct the Club correspondence. A copy of all meeting minutes shall be provided to the Board of Directors members and a copy of all General meeting minutes shall be posted on the bulletin board and by email. (2/13)”*

Additional expectations and procedures:

1. Create an email distribution list of all board members.
2. Attend all meetings (board, general, and special) and record the minutes of such meetings.
3. About two weeks prior to general meetings, make a flyer and post in ladies bathroom bulletin boards, and by the weekly signup sheet.
4. At all meetings, provide a sign in sheet for attendees, and keep with the minutes.
5. Decide with the Captain, who will print agendas for the meetings. (Captain writes agendas.)
6. At board and general meetings, make sure previous meeting minutes are sent out via email, and provide several printed copies at the meeting.
7. Ask presenters to email electronic copies of their reports, so they can be attached to the minutes.
8. After meetings, send a draft of the minutes to the captain for corrections.
9. For board and special meetings, after corrections from the captain, email minutes to all board members with a deadline for them to submit their edits. Once finalized, email the minutes to all board members.
10. For general meetings, after corrections from the captain, email minutes to all board members with a deadline for them to submit their edits. Once finalized, email the minutes to the person designated for distributing general membership information.
11. Keep both electronic and paper copies of all minutes.
12. Have fun! You are a voting member of the board, so speak your mind and always keep what is best for the club as priority.

**Secretary is also the Communication Chair. Duties of the Secretary as Communication Chair are as follows:**

The Communication Chair is responsible for providing the members with information, via email, from the Captain, other Chairs, Pro Shop, Restaurant, Course Manager, and anyone else that has information that needs to be passed on to the membership

Information to be disseminated can be received via email or word of mouth from the person wanting to send information.

Typical types of information:

- Announcements from the Captain
- Notices of meetings
- Tournament results
- Pro Shop information – ie sales, etc
- Course information – closures, hours, etc.
- Restaurant information – closures, hours, etc.
- Announcements or information other Chair members want to send to members
- Deadlines for tournaments, including City and State

If in email, most times, the information can just be forwarded to the membership.

Sometimes, it needs to be sent as a new email due to the nature of the email received.

Member email list is available from a shareable Google Document spreadsheet that the Treasurer maintains.

Suggested skills needed:

- Conversion of Word or Spreadsheet documents to .pdf
- Copy and paste of spreadsheet data

Preferred email service:

- Gmail
  - Gmail allows large number of email recipients in one email. Other service providers have limitations, regarding large numbers to be spam and will not send if over the limit.

*Revised January 2024 to combine responsibilities of Secretary and Communication Chair. Colleen Donovan*