

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.

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