

Secretary

The Secretary is an elected officer of the association as authorized by Article V of the Constitution. This person shall serve on the Executive Committee. The duties of the Secretary are briefly listed in Article III of the By-Laws.

The Secretary shall:

Attend all Board meetings.

Attend all regular meetings.

Prepare minutes of each Board meeting and include a list of officers/members present. Send Board minutes, via e-mail in PDF form, to the Board officers/members within two weeks of the Board meeting. Hard copies of the last Board minutes should be available at the next Board meeting for approval by those who may not have computer access. Read and make corrections or additions to the minutes.

Maintain a copy of the Constitution and By-Laws, noting changes that are made by the club. Constitutional changes shall be made available to the membership.

Prepare correspondence as requested by the President.

Retain for the Historian any files or materials of historical value.

Revised: March, 2015