

Secretary

- Assist with preparation of the meeting agenda to make your job easier when recording.
- Read all correspondence prior to meetings and determine what is worth reading to the membership or executive. Pass on correspondence to appropriate chair (sports chair, etc.)
- Write letters promptly with copy to the president and file.
- Record the business in the minutes and provide them to the bulletin editor (duplicate if possible). Make sure motions, amendments, etc., are documented.
- Ask all project chairs for a written report for the files.
- Follow up on transfer forms, additions and withdrawal forms.
- Ensure the club has filed its incorporation papers.