



Secretary Board Position Description



Secretary

- Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee.
- Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- Notify Members, Directors, Officers and committee members of their election or appointment.