

Secretary Responsibilities

From the bylaws

1. The Secretary shall supervise the giving of such notices as may be proper or necessary.
2. The Secretary shall supervise the keeping of the minute books of this organization.
3. The Secretary or duly appointed representative shall be responsible for recording all minutes of all official meetings of the membership and the officers in the organization's permanent records.

Additional Responsibilities

- Record meeting minutes, and upload them to the Organization Drive
- Manage printing, scanning and archiving of member waivers
 - Printing may be done by treasurer so as to not incur excess reimbursements
- Schedule and provide notice for Quarterly Meetings
- Regularly check the mailbox

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