

The Secretary ( by the Constitution) shall:

- I. Ensure that minutes are prepared for all Board of Director meetings;
- II. Keep records of all proceedings, actions, and Committee meetings of the Club;
- III. Maintain and archive official files – including copies of the Constitution, Bylaws, legal Agreements with other entities, Incorporation documentation, and the Club Strategic Plan;
- IV. Conduct the correspondence of the Society when required and;
- V. issue notices of meetings of the Society and Directors