



WESTSIDE DUPLICATE BRIDGE CLUB



Westside Duplicate Bridge Club

Position Description: Secretary

Incumbent: Judith Harris

1. Take minutes of executive or special meetings.
2. Send copies of the minutes to executive and club officials by email. Post printed copies of the minutes on the bulletin board at the Club. Send an electronic copy to the webmaster for putting the minutes on the website.
3. Write letters as directed by the Board of Directors.
4. Take minutes of the Annual General Meeting (AGM). Distribute minutes to the executive and club officials. Post minutes on the bulletin board at the Club.
5. Send notice of the AGM two weeks prior to the meeting by email, mail or handed out document to all members of the Club.
6. Send other notices to all members when requested by the Board.
7. Keep records of the minutes. Forward them to the next secretary at the end of your term in electronic or paper printouts, as requested by the new secretary.
8. Provide copies of the minutes when requested by the Board. (Example – to Bank when new signing officers are appointed.)
9. Keep copies of the handouts at executive meetings.