

DUTIES OF THE CLUB SECRETARY

- **Send membership notice of December, January, February and March Meetings with outline of the Program to be presented.**
- **Send membership notices as needed and directed by the Board of Directors.**
- **Send Board Members notices of the Board Meeting with an Agenda,**
- **Keep minutes of the Board Minutes and distribute to the Board members for approval and corrections.**
- **Advise Web Master when Board Minutes have been approved.**
- **Create a yearly Calendar of Events and distribute to the membership. Make any corrections to the yearly Calendar and distribute corrected Calendar to the membership.**
- **Send out a yearly roster to the membership and send out any additions or corrections,**
- **Make name tags for all new members and those old members who need replacement name tags.**