

SECRETARY JOB DESCRIPTION

Revised 11-05-21

A. REFERENCES

1. By-Laws & SOPs for The Villages Women's 18-Hole Golf Association

B. GENERAL

1. As a voting member of the Board of Directors, the Secretary should be familiar with the By-Laws and SOPs as they are a source of authority and the guidelines for conducting Association business.

C. DUTIES OF THE SECRETARY

1. The Secretary shall record the Minutes of all Board and General Meetings.
2. Shall conduct routine correspondence and such correspondence as may be required by the Board of Directors.
3. Within a few days of the Board Meeting, provide the Captain and other Board Members a rough copy of the Minutes before making the final copy.
4. Distribute copies of the current Minutes to all Board Members. Formal approval will occur at the next Board Meeting.
5. Send a copy of the Minutes to the Web Master to be posted on the 18 Hole Women's web site.
6. Send an e-mail copy of the Minutes to the Policies and Procedures Administrator.
7. Maintain an archive computer file of all Board Minutes.

D. ADDITIONAL RESPONSIBILITIES

1. Revise and update this Job Description as needed and forward to the Policies and Procedures Administrator and the Captain at the end of the year.