

SECRETARY: Elected Officer, 2-Year Term

ROLE: Record proceedings of LWWGA Board and Membership Meetings. Preserve all records for a minimum of four years (prior 3 plus current years).

ACCOUNTABLE TO: LWWGA Board and Membership

RESPONSIBILITIES:

1. Assume Secretary role January 1
2. Be knowledgeable of SCWGA By-Laws
3. Document and provide accurate records of meeting discussions, decisions and actions
4. Provide copies of meeting minutes to LWWGA Board Officers (President, VP, Treasurer) for review and approval no later than 7 calendar days after a meeting
5. Upon approval provide copies to Web Master for web site posting
6. Send and maintain correspondence as requested by the LWWGA President
7. Work with President to create annual "Motions and Milestones" of the year to be presented to league in December.
8. Conduct an end-of term transition meeting and deliver all materials to successor within (10) days prior to the beginning of the calendar year. (Ref By-Law Article V)