

LAKES WEST WOMEN'S GOLF ASSOCIATION

Policies and Procedures

4) SECRETARY

Duties of the Secretary are outlined in Article V, Section 4 of the Sun City Women's Golf Association Division Bylaws. They include the following:

1. Record the proceedings of the division and the Board of Director's meetings and conduct the correspondence of the division as directed by the President.
2. Properly record amendments to the bylaws.
3. Preserve all records for a period of four years prior to the current year.

LWWGA Specific Procedure: A copy of the preliminary minutes are to be sent to the President, for her review. If any edits, make changes. Once finalized email minutes to each of the Chairs. Email a PDF version to the Website Manager for posting to the Website. Print two copies; one to post on the bulletin board and the other for the Secretary Binder.

A copy of the minutes of both LWWGA Board and membership meetings are to be posted on the bulletin board in the space designated for that purpose. The LWWGA President and the Policies and Procedures/Orientation Chair also maintain copies for their reference and updating manuals.

(Revised 1/24)