

HERON LAKES WOMEN'S 18-HOLE GOLF CLUB

JOB DESCRIPTION

SECRETARY

1. The office of Secretary is filled annually by vote of the membership.
2. The Secretary keeps in permanent form an accurate record of all meetings of the Club. This includes monthly Brown Bag meetings, Board meetings, and Budget meetings.
3. At the Brown Bag meetings, she records the proceedings, reads the minutes of the previous meeting and makes corrections, if necessary.
4. The Secretary assists the President by handling all correspondence and notices, when requested.
5. The Club's permanent records are to be turned over to her successor as Secretary at the end of the year.