

Duties and Responsibilities of the Secretary HSWWC

Duties include but not limited to:

1. The Secretary will be a member of the Board of Directors of HSWWC and attend monthly board meetings. She will work on any special projects as assigned by the President and the Board.
2. The Secretary will send a copy of the meeting minutes to the President/Co President within one week after each meeting and make minutes available to the membership upon request.
3. The Secretary will keep a current copy of the clubs bylaws.
4. The Secretary will make reports available to current and incoming officers.
5. The Secretary will assist the secretary-elect in becoming acquainted with her duties and receive all materials from the past club secretary.
6. The Secretary will record the following about each regular club meeting.:
 - Number of members present
 - List of all guests attending
 - Presiding officer
 - Speaker and subject
 - Committee Reports
 - Announcements
 - Any motions or decisions acted upon by the membership (Motions File)