

## Punta Gorda Isles Fishing Club

### **Secretary**

#### Job Description

Duties include the following:

1. Distribute minutes of prior meetings at least a week prior to next meeting. Bring all minutes from past year to each meeting.
2. Include in first paragraph of minutes:
  - a. Name of Organization
  - b. Time and Place of meeting
  - c. Kind of meeting
  - d. Name of President
3. Note whether minutes of previous meeting were either approved or if corrections were needed.
4. Record all motions made, and results of votes taken as carried, lost, tabled, and other action items.
5. Record business only. Keep all minute's brief and concise.
6. Read minutes of previous meetings, as directed, at monthly board and general membership meetings.
7. Board meetings are normally held at a date, place and time of the direction of the Board.
8. Record Updates to by-laws and other official club documents (LOA, MAT, Isles Trophy, etc) as needed.
9. Complete Bank Authorization letter as club authorized signer's change.
10. Update FC Webmaster with names of BOD members, positions, and email address each year after the BOD has been approved by the membership, usually by December of each year.
11. Update BOD members requiring Admin access to Club Express with the Club Express administrator

Revised: 6/7/2024