

The Secretary:

- Shall take the minutes of all meetings and be responsible for the distribution of the minutes to the president and the newsletter editor by Friday after the general meeting.
- Be responsible for the following:
 - Acknowledgement of members' birthdays/Anniversaries each month.
 - Flower/plant or donation will be sent in the case of the death of immediate family (spouse, child, parent)
 - Get well cards will be sent in case of hospitalization.
- Compile a folder throughout the year which consists of monthly agendas, motion slips and minutes from both board and general meetings.
- At the end of the year, the folder shall be passed to the new secretary and records shall be kept for permanent storage. Digital Storage

