

Secretary

- Board Meeting
 - Take notes during each segment of the board meeting as each officer presents their updates to the board for discussion.
 - Organize these notes into meeting minutes which are then forwarded to each member of the board.
- General Meeting
 - Take notes during the general meeting
 - Pay special attention to the Guest Speaker (Name, Organization, Subject matter, and contact information), and each item on the meeting Agenda.
 - These meeting notes are then organize these notes and sent them to the Newsletter committee member to be summarized into the club newsletter.
 - The Newsletter committee member then sends the newsletter to the Communications committee member who sends it by email to the club members.