

SECRETARY

- Attend all meetings / functions listed as required.
- Keep records/minutes of all proceedings .
- Keep on file all reports/minutes.
- Have minutes available to all members upon request.
- Maintain record books in which Bylaws, special rules of order, standing rules, handbook, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand at all meetings.
- Prepare agenda for meetings.
- Plan director training with committee.
- Handle food orders when needed (tryouts, training, etc..).
- Hire vendors for events.
- Provide correspondence to the membership and/or assembly.
- Check Post Office Box when needed.
- Maintain GCDTA voicemail.
- Maintain GCDTA website.