

Secretary

The Secretary is responsible for recording all meeting minutes and correspondence of the Club.

Specifically, the Secretary:

- Prepares and maintains a list of new GSCC Officers and Committees and Chairpersons.
- Records and maintains minutes from Board Meetings and General Meetings.
- Sends a copy of the minutes of the Board Meetings to Board members prior to next board meeting and General Meeting minutes to the Club President for approval, and once approved, to the Newsletter Editor.
- Files copies of approved minutes in the Club's library book.
- Obtains, from the Program Chairperson, a copy of any presenter's handouts for the Club's library book).
- If needed, sends "thank you" letters to presenters, cards, etc., on behalf of GSCC.
- From La Fetra Office obtains Club mail on the first, second, and fourth Wednesday of every month and distributes as appropriate.
- Secures a list of names and phone numbers of persons at the La Fetra Center.
- Files a copy of any new GSCC by-laws in the Club's library book.