

Secretary:

Responsible for the general membership meeting -- setting date, location and time, setting up speakers if asked.

Taking minutes at the meeting and proper recording of discussion items.

Preparing minutes and sending out to the membership for approval.

Following up with specific members on action items from the meeting.

Communicating to the membership on all club activities, announcements, minutes and anything else members need to be aware.

Maintaining the Google groups website

Management of membership records, including maintaining membership roster, yearly membership renewals, active memberships, field memberships, and tracking payments.

Storing and management of all official club records, including requesting new items for records as necessary.

Storing minutes of all other smaller meeting, BOD, trial Committee and training.

Answering emails from members inquiring about club activities, minutes, training and many other general questions and concerns concerning the club.

Sending cards on behalf of the club as necessary.

Attendance at all meetings is required.