

SECRETARY

Rancho Las Palmas Ladies Golf Club



RESPONSIBILITIES

1. Attend all Board and General Meetings and take minutes.
2. Distribute Minutes and send to the Website Coordinator to post on the website.
3. Board Meeting Minutes -distribute to Board Members within 1 week.
4. General Meeting Minutes - distribute to the Board Members within 1 week.
5. Make copies to distribute at next meetings (General Meeting minutes : 2 copies per table, Board Meeting minutes: 1 copy per person).

Target Dates and Activities:

Sept-April: attend meetings and take minutes.