SECRETARY Revised August 2020

A TWO year commitment (can be extended)

This person has FOUR areas of responsibility:
1) Taking minutes at meetings
2) Sending out all email communications to the entire group
3) Updating website with current information (winners/week, changes as dictated by committee chairs)
4) Maintaining current roster of league players, posted on the website

MINUTES

Minutes will be taken at the general meetings: Typically held in May & August
Minutes will be taken at the officer meetings: held as determined by President
Minutes of the general meetings, after approved by Board, will be sent via email to the entire membership.
Minutes will be housed on the Secretary's computer and posted on website in Members section.

COMMUNICATIONS

The Secretary is responsible for the sending out of ALL email communications that are meant for the entire league (as listed on the Roster).

She is responsible for the following communications:

---Weekly Winners, both Play of Day *(from Tournament chairs)* and Putts/chip-ins *(from Putt/Chip-in team).* Send out to league with link to website posting.
---Roster: created at the beginning of season, updated throughout season, as needed. Posted on website.
---Schedule of Play: Provided by the Tournament Chairs. Includes season schedule & descriptions. Posted on website.
---Volunteer Opportunity Doc: List of volunteers. Posted on website. Hard copy on bulletin board, posted by bulletin board chairman.
---President's "New Season" Letter: Sent to prior year's players and others known to be interested. Includes application created by Secretary, and deadline information.
---Application for Membership: Updated by Secretary, included in President's "new season" email and posted on website.
---May Lunch/beginning of season information. Email invitation sent to prior season players. Sign up instructions.
---End of Season Winners: Email message with Winners announced. Includes membership meeting minutes. Both posted on website.
---Officer communications. Email messaging from Board members.
--- Rules updates. Email messaging and website posting of all Rules Committee updates.

All emails are sent via blind copy (BCC). The person holding this position keeps a current list on her computer for this use.

2020: Susan Odneal is the Secretary. Marie Johannes is the Assistant Secretary.