

RECORDING SECRETARY

JOB DESCRIPTION

02.2025

Prepare and distribute Agenda for Board Meetings.

Take minutes of all board meetings. Prepare and distribute same to all Directors in advance of the next meeting.

Receive information from club members and send flowers, donations, or sympathy cards as required for members or their families due to illness or death.

Take minutes at the annual general meeting. Prepare and distribute minutes to the Directors at the next regular meeting and have copies available for the next annual general meeting for review by the members.

Arrange for Piper for Club Championship Finals.