

MEN'S GOLF CLUB OF LINCOLN HILLS
POSITION DESCRIPTION
SECRETARY

The Secretary position is a member of the Board of Directors. The position has two elements. The first is the Secretary position and the second is the role of Sunshine Liaison.

SECRETARY POSITION

1. Keep a full and accurate record of the meetings of the Club.
2. Attend the Board Meetings and General Membership Meetings and take meeting notes on reports, relative conversations and decisions in accordance with the meeting agenda.
3. Distribute meeting minutes to the Board of Directors for comments and then distribute the final minutes for the official record at least one week prior to the next monthly Board meeting for official approval. Then have minutes posted to the MGCLH website for the general membership.
4. Maintain the official correspondence of the Club.
5. Maintain all changes to the By Laws, and prepare and mail or email such notices that the Board deems necessary for the benefit of the Club.
6. Serve as Chairperson of the Board nominating committee for the fall elections.
7. Assist in the development and maintenance of position descriptions for all Board Members and assure that all descriptions are part of the By Laws in the form of an appendix.
8. Provide the SCLH Association with all required information.

SUNSHINE POSITION

1. Prepare periodic articles for the Linkletter regarding the Sunshine activity.
2. Send appropriate cards on behalf of MGCLH to members, their wives, partners or family in regards to deaths, surgeries, injuries or illness.