

RESPONSIBILITIES of the **Secretary**

Must be a member of the Ocean Hills Golf Club

REQUIREMENTS:

- Must be a member of the OHGC.
- Must have or develop basic computer skills in word processing, spreadsheet, and email programs.
- Must have or develop a working knowledge of the charter, bylaws, policies, procedures and rules of the Ocean Hills Golf Club.
- Must have or develop a working knowledge of Roberts Rules of Order.

RESPONSIBILITIES:

- Record, disseminate and maintain the minutes of meetings of the OHGC board of directors and of the OHGC general membership.
- Assure that actions of the board and general membership are incorporated, as needed, into the working documents of the club (e.g., Standing Rules).
- Assure ongoing communications with OHGC members regarding meetings, tournaments, rules, etc., as needed and requested by the board of directors (refer to p.8)
- Prepare and retain copies of OHGC correspondence.
- At the direction of the president, maintain an annual calendar of routine issues to be addressed by the board of directors and assure the inclusion of these on the appropriate agendas. (E.g., appointment of nominating committee in July, elections in October, coordination of dates for tournaments and social events for the following year in September, etc.)
- At the direction of the president, gather agenda items from board members and committee *chairs* and monitor follow-up *needed* on board actions to assure inclusion of these items on the appropriate agendas.
- At the direction of the president, arrange for standard meeting room set-ups at the start of the calendar year.
- Compiles a record, separate from the minutes, of all motions made during Board of Directors and General Meetings and the action taken, carried, or failed. The secretary shall read motions passed by the Board of Directors for the previous quarter at the general membership meeting.