



Secretary

- Record minutes of all executive meetings and distribute to Officers, Directors and members for feedback. Finalize minutes and maintain a permanent file of the minutes.
- Record minutes of all SLCA meetings and secure approval of those minutes at the next SLCA meeting. Maintain a permanent file of all minutes.
- Prepare a summary (highlights) of the annual meeting and forward to the Newsletter representative for inclusion in the fall newsletter.
- At the request of the President, prepare notice of each executive meeting and prepare and distribute agenda to the Officers, Directors and executive members.
- Post notices of the Annual General Meeting on the north and south roads and on the Association bulletin board. Request Internet representative to also post this information on the Steenburg Lake website and Facebook page. Remove notices after meeting.
- Maintain a supply of association letterhead for use by those generating correspondence on behalf of the lake association.
- Maintain a current organizational chart of the officers, directors and committee members and distribute same to the committee as requested.
- Be responsible for all permanent records of the Association (librarian).