

Secretary

The Secretary is the fifth ranking club officer.

Outside of the club meeting:

- Maintain accurate membership roster and give it to the Treasurer to submit with dues;
- Mail club officer list to World Headquarters within 10 days after elections;
- Handle general club correspondence;
- Keep club files including Club Charter Constitution and Bylaws, minutes, resolutions, and correspondence.

At the club meeting:

- Record and read meeting minutes.