

Secretary

2024-2025



Peg Cizadlo
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Secretary's Responsibilities:

- A. Records minutes and attendance of all business proceedings.
- B. Keeps a list of all committee members, officers, and club representatives, as well as their contact information.
- C. Keeps current copies of the Constitution and Bylaws. Keeps standing policies current with decisions made during MVDC meetings.
- D. Maintains the corporation record book. (See Constitution, Article III.)
- E. Processes business correspondence for MVDC as required.
- F. Tracks club representative attendance for notification to Trustees of club membership at risk.