

SECRETARY



Jim Shaw

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Secretary's Responsibilities:

- A. Records minutes and attendance of all business proceedings.
- B. Keeps a list of all committee members.
- C. Keeps current copies of the Constitution and Bylaws. Keeps standing policies current with decisions made during Council meetings.
- D. Maintains the corporation record book. (See Constitution, Article III.)
- E. Processes business correspondence for the Council as required.