

# Lake County Duplicate Bridge Clubs, Inc.

510 W. Key Ave., Eustis, FL 32726 • 352.589.9589

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## Duties of the Secretary

1. Take minutes at the meetings and special meetings. Transcribe the minutes and email to the board members for their comments and corrections.
2. Correct and send final minutes for the board members for their approval, If approved, print a copy to be posted on the board at the bridge club for members to read and print a copy to be kept in the book of minutes. Anyone who is mentioned in the minutes and the Webmaster should receive an email or hard copy of the minutes. The members appreciate having the minutes posted as soon as possible. (When you are sending the minutes or the agenda to the board members it is a good policy to designate a time that you will be posting or completing a final so that you are not getting corrections or additions after the fact. If you do not get a response during the allotted time you can assume that the board member has approved.) When posting the minutes, post the Director's comment page or any other material that you receive behind the minutes and a copy to be filed in the minute's book. The treasurer will post the treasury report but you need to file the report in your book.
3. Agendas are handled in the same way as the minutes and should be posted at least 5 days before the meeting.
4. Special meetings will be called when there is discussion regarding an employee or for other reasons the board feels it is necessary. There is a special meeting folder that all employees related minutes are kept.
5. See Article VII of the By-Laws books, reports records. (All history and back minutes are in the storeroom in the file cabinets.)