

## **SECRETARY**

To record and maintain the board minutes and other designated records per request of the board.

To send board minute draft via email for corrections, additions, deletions to the President first.

To distribute minute copies by email in a timely manner prior to the next scheduled board meeting to allow for accurate review for approval at the board meeting.

Send approved minutes to the webmaster to be stored on the Newcomers website

These recorded minutes are to stand as a record of the board's actions and decisions and are considered legal documents for said organization.

The secretary can handle correspondence that is designated by the board to be done such as thank you letters for donations, any sponsors/supporters, and to program participants.