



Board of Directors: Secretary

As the HWC Secretary, your primary responsibility is to create meeting agendas, record all proceedings of the directors.

Meetings:

- Prepare all meeting agendas by gathering information from the board and committee chairs.
- Submit the meeting agenda two days prior to the meeting.
- Record all meetings and finalize meeting minutes.
- A temporary secretary must be chosen if you are absent from any meeting.

Records:

- All records must be kept on the club's google drive to be accessible by all Executive Board members.
- Submit meeting minutes to be uploaded to the website.
- Maintain a list of all directors and their address.

Access Required: HWC Secretary folder