

ILLINOIS STATE CLUB OF SUN CITY WEST  
SECRETARY JOB DESCRIPTION

1. The Secretary will discuss all agendas and minutes with the President and then email them to all Board Members.
2. The Secretary shall keep all records, issue notices of and keep minutes; is responsible for all correspondence related to the club.
3. All the Secretary's records are to be kept for a period of three (3) years.

March 14, 2019