

# **Verona Lacrosse Club – Secretary**

## **Board Member**

- Attend monthly Board meetings
- Participate as a voting member
- Schedule/coordinate monthly Board meetings
- Send out agenda in advance of the Board meeting

## **Communications**

- Prepare Board meeting summary to be distributed to VLC members, and send to VLC President and Youth Council Chair for approval. This e-mail provides VLC members with important highlights and/or dates for upcoming activities.
- E-mail Board meeting summary to past season and/or current season members.

## **Documentation**

- Record and distribute accurate record of minutes of each Board meeting using President-approved format within one week of meeting
- When meeting minutes are approved, upload to VLC website
- Maintain original corporate (non-financial) documents, such as articles of incorporation and bylaws
- Maintain email list of applicable board and key-position contacts