

Secretary

The Secretary shall keep or cause to be kept, a book of minutes, of all meetings of the Board of Directors and the Membership, which shall indicate the time and place of meetings, whether membership or special meeting, and if special, how authorized, method of giving notice, if a Board meeting, the names of those present, and if a membership meeting, the number present, with a record of the proceedings.

The Secretary shall keep and have available at all times for the reference or inspection, a member register showing the names and addresses of all members and the date of these admissions to the membership. The Secretary shall give or cause to be given, notice to all meetings of the membership or the Board of Directors, as may be required by these by-laws, shall be custodian of and have such other powers and duties as may be prescribed by the Board of Directors or by these by-laws.

In addition, the Secretary will assist/support all league events as part of the CGS Executive Board of Volunteers, attend regularly scheduled board meetings and vote as necessary in all CGS board elections.

- Be responsible for recording the activities of the league and maintain appropriate files, mailing lists and necessary records.
- Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the League, the Board of Directors, and Committees.
- Keep the minutes of the meetings of the Members, the Board of Directors, and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- Notify Members, Directors, Officers and committee members of their election or appointment.