

Procedures for the SLYC Secretary:

12/3/2008

- ✚ Issue annual membership cards that are given by the Treasurer.
- ✚ Update the database with the new membership information.
 - ✓ Check that the information is accurate.
 - ✓ As people move up on the waiting list or off of the waiting list as they become flag members, update the database.
 - ✓ Update any new information that comes in from the members at the beginning of the year as they pay their dues.
- ✚ Assist in distributing the new member directory to the membership on Opening Day.
- ✚ Maintain custody of all pink slips and insurance papers.
- ✚ Maintain custody of all Member files.
- ✚ Maintain the waiting list. Send out invoices on or around December 1st.
- ✚ Take minutes at the board of directors' meetings and at the General Membership Meeting.
- ✚ Maintain custody of all non-financial club records.
- ✚ Send out minutes to the board via email.
- ✚ Review any correspondence that comes in from the memberships and announce correspondence at the board of directors' meetings.
- ✚ Submit articles to the Foghorn.
- ✚ Maintain all minutes for the SLYC Board of Directors' Meetings.
- ✚ Prepare labels and make copies of letters to go out to the membership. Send letters out as needed, i.e., General Membership Meeting announcement, etc.
- ✚ Order nametags for new members and order replacement nametags as needed through Borah's Awards. Email the members or call the members when the nametags come in.
- ✚ Be OD as needed to support the club.