

# SECRETARY

1. The Secretary will be responsible for the minutes of all H. Y. F. & C. meetings.
2. The Secretary will be responsible for the custody of the By-laws and all other official records and documents of the H. Y. F. & C.
3. The Secretary will be responsible for conducting all official correspondence of the Board.
4. It will be the duty of the Secretary to record the minutes of Board meetings and submit them in writing for approval or corrections by the Board before entering them in the permanent records of the H. Y. F. & C. and submitted to the Webmaster for posting.
5. The Secretary will be responsible for keeping attendance records of Board members, Coaches, and persons of the membership who wish to participate in the Electorate.
6. The Secretary will be responsible for submitting the schedule of regular meetings for the year to the local paper to be published before the first regular meeting in January.
7. The Secretary will be responsible for submitting the schedule of regular meetings for the year to the Webmaster to be posted before the first regular meeting in January.
8. The Secretary shall perform other duties as assigned by the President and/or Vice President.
9. Shall be responsible one entity of each subcommittee: Registration, camp, media relations/special events, and sponsorship.