



Secretary Responsibilities

- ◇ Receives and deposits all club dues and maintains an accurate record of paid members.
- ◇ Record minutes of all meetings and read minutes when requested. Submit a record of the minutes for the newsletter.
- ◇ Maintains club directory and membership list. Distribute the membership list to club officers and members as needed.
- ◇ Maintain the club's Evite listing of active and inactive members email addresses.
- ◇ Maintain the club's Library of pregnancy and parenting books.