

## Secretary

### Responsibilities:

- Take minutes of all the BFPC meetings.
- Distribute copies of minutes as soon as possible to the Board for review and approval at the next scheduled meeting, and upon approval assure that the minutes are available to the membership either by posting on an approved website or distribution via email.
  - o Minutes taken at special or emergency meetings called for the purpose of the Board's discussion of personal matters that may be closed to the general membership shall be retained in a confidential manner, separate from all other minutes.
- Shall maintain the historical records of the BFPC.
- Assist with Club social events as needed.