

Probus Ski Legends Executive Responsibilities

Secretary:

1. Distributes notices and agendas for Executive, General and Year End Meetings, as set by President.
2. Records the number of attendees at all meetings
3. Records and distributes minutes of Executive Committee, General Committee, and the Year-end General meetings.
4. Distributes correspondence to the General Committee as required.
5. Maintains and archives all Probus Ski Legends documents, as provided by the Executive Committee, including minutes of meetings.

Revision August 2025. C.W.