



**South Lake County Agricultural Historical
Society, Inc.**

P.O. Box 847

Crown Point, IN 46308

www.slcahs.org

SECRETARIES

Job Description

09/21/21

- Shall keep the minutes of all regular and special meetings
- Shall read the minutes of all meetings
- Handle all correspondence
- Be the custodian of all the organizations records
- The assistant secretary shall assume the duties of the secretary in their absence
- Secretary and Assistant Secretary shall work together to facilitate a unified effort in their duties
- Deliver correspondence to the appropriate Officers, Advisory Board or members
- Shall use the Post Office Box as the official address of the organization