

## **RMGC Secretary Duties**

- **Record and post the minutes of regular and special meetings of the Board and Membership.**
- **Be in charge of all records of the Club, except the financial records and the membership list.**
- **Be responsible for correspondence as requested by the members of the Board and shall make available any reports required to conduct the business of the Board.**

**Election of new board members will be held on Wednesday 11/10/21. If you would like to run for Secretary, please contact Scott Sommer at:  
Tel: 201-638-5436 email: [scottpar512@gmail.com](mailto:scottpar512@gmail.com)**