

**SECRETARY:**

- Attend both General & Board meetings and taking Minutes of same.
  - If the secretary can not attend a meeting then arrangements must be made to have a substitute take the minutes.
- Type up the Minutes and distribute to all members thru a combination of e-mail and regular mail.
- Maintain an ongoing record of Minutes
- Maintain a current copy of the Clubs By-Laws
- Maintain the membership roster
  - Makes arrangements to have the roster updated and printed in January after the Change of watch and the annual dues are paid. (At the present time Mark Zeserson updates and prints the Dos Rios Roster for the Secretary)
- Maintain the E-mail list and of members and sends out E-mails to the entire club when required by other officers in the club. (At the present time Mark Zeserson maintains the Dos Rios E-mail list and does the group E-mails for the Secretary.)
- Make sure the Ripples news letter is published. This function will usually be delegated to a Ripple Editor. At the present time Mark Zeserson is the Ripple Editor.
- Maintains current copies of Dos Rios Yacht Club's insurance policies.