

League of Women Voters Marquette County

SECRETARY

Overview: The Secretary is the official recorder of LWVMC business, documenting LWVMC decisions and providing a record of LWVMC deliberations and actions for present and future reference.

Responsibilities (in addition to those of any Director on the Board):

- Keep minutes of all meetings of the LWVMC Board of Directors and membership meetings.
- Send out all notices to membership other than the Newsletter. (Other Leadership Positions may be designated by the Board to send notices.)
- Carry out the general correspondence of the LWVMC under the direction of the Board.
- Sign all contracts and other instruments when authorized by the Board. (Other Leadership Positions may be designated by the Board to sign such documents)