

WLGA Secretary Job Description

1. Attend Executive Board, General Board and General Membership meetings
2. Take minutes at all meetings:
 - a. Prepare draft of minutes and send to Executive Board members for corrections, additions, clarifications and approval.
 - b. Revise minutes as needed and send to for distribution to members.
LGA reporter: LGAREporter@gmail.com
 - c. Post a copy in the Ladies Card Room LGA notebook
3. Send Get Well, Thinking of You and Sympathy cards as requested. Keep receipts for cards and stamps. Submit these to the treasurer for reimbursement.
4. Serve as back-up to the LGA Reporter to publicize information as needed.
5. Answer any correspondence as directed by the President.
6. When absentee ballots are used, receive and calculate results.