

Suggested Secretary Tasks

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This came from a Zoom meeting with District Secretary's 20200

Reporting attendance

Option: Contract tracing

Reporting to Feds

Board meeting minutes

Measuring impact on Club Runner (Rotary Club Central)

Set up annual club meeting (learning center, holding questions)

Elect members

Approve finanill

990 tax filing Treasurer > secretary presents and holds

Annual incorporation filing

Investment funds

Club Runner – Documentation

Succession planning

Procedure manual for secretary

Isabel Reintson SalmonArm noon has done this for all committees

Club Running can record volunteer hours. (messurement of inpact)

Send out meeting agendas

Distribute mail

Support for the Club President

Tutor Club Runner

Update annaversairs and birthdays

