

## DUTIES OF THE SECRETARY

Revised: 06/10/2017

- ) Prepares and distributes the minutes of the general membership meeting.
- ) Prepares and distributes the minutes of the Board of Directors.
- ) Assists the publicity director.
- ) Posts publicity and information on social media.
- ) Maintains the calendar on the SLCTINFO.com site.
- ) Coordinates and chairs the committee for the Open Houses in the three divisions of Sun Lakes.
- ) Handles the duties of the Sunshine committee.