

. **Secretary** The Secretary shall:

Attend all meetings of the Board of Directors, and general membership meetings.

Keep lists of all member and affiliated clubs. Maintain records and correspondence, and minutes of all meetings of the Board and of the general membership.

Be in charge of communications with all unit club managers. This includes maintaining a current up-dated file of club sites and mailing addresses of managers.

Record minutes of all board and general membership meetings.

Forward a draft of the minutes to the President.

Maintain a hard copy of all minutes, monthly financial statements, and correspondence in file equipment provided by the unit.

Complete the necessary forms notifying the ACBL of the annual unit Board Member and officer changes.

Notify ACBL (Membership Department) of any deaths that occur in unit 425.

Maintain the Unit Procedures Manual and revise as necessary.

Other duties as assigned by the Board of Directors or by the President.