



COASTAL NEW JERSEY

Secretary

The Secretary shall keep and preserve all books and records of the Chapter, shall cause to be kept an accurate record of the proceedings of the Board and of any Chapter committees, shall supervise the keeping of the records of membership on the Board and of terms of office. The Secretary shall have such further powers and duties as may be conferred by the Board.

- o Ambassador for the LPGA Amateur Golf Association and Coastal NJ Chapter.
- o Set up Zoom sessions as necessary for the monthly Chapter Board meetings. Send invitations to the leaders.
- o Take accurate minutes of the Board meetings.
- o Manage record keeping of chapter files and documents.
- o Manage chapter main email account, directing mail to appropriate Chairs.
- o Secure Annual Chapter Planning meeting venue.
- o Perform other duties as may be conferred by the Board of Directors.