

Secretary
Midlakes Swim League

Responsibilities of this position would include, but are not limited to:

- Attend all League Meetings as assigned
 - Board Meetings
 - Spring and Fall General Membership meetings
 - Any other meeting as necessary
- Take notes at all meetings following a general format
 - Date, time and location of meeting
 - Those attending the meeting
 - Paraphrase content of all meeting discussions
- Forward General meeting notes to the League Communication Director for posting and forwarding as necessary
- Forward Board meeting notes to League Communication Director for archiving
 - Work with Communication Director regarding posting and forwarding responsibilities for these notes
- Assist in decision making process for all current issues
 - Be available via email, phone or live meeting as necessary to discuss League issues throughout the season
- Any other duties requested by the President of the League