

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.