



**SADDLEBROOKE**  
WOMEN'S GOLF ASSOCIATION-18

## JOB DESCRIPTION: SECRETARY

### REQUIREMENTS:

- Computer
- Computer Skills - Word (able to convert Word document to a PDF), Excel
- Access to the Internet
- Able to attend two meetings per month and take minutes

### TIME REQUIREMENTS:

- (3 - 5) hours monthly

### 1. JOB DUTIES:

- a. Attend General Membership and Board meetings. If unable to attend a particular meeting, arrange for another board member to fulfill the secretary's duties at that meeting.
- b. Create minutes for all meetings.
- c. Using Excel, maintain the Membership Roster in coordination with the Membership Chair and Treasurer to update the club roster with all information about choices of games.
- d. Distribute via email the Membership Roster Excel spreadsheet to the Treasurer, Membership Chair, Website Administrator, those responsible for assigning tees, hole in ones, birdies or better, SDWGA, Eclectic, Chip-ins, TPD Chair and Handicap Chair.
- e. At the end of December, delete those who did not renew from the Membership Roster Excel spreadsheet.
- f. Standing Rules and By-Laws
  - i. Maintain electronic copies.
  - ii. Make any changes approved by the board or membership.
  - iii. Forward a PDF current version to the website administrators for posting on the website.
  - iv. Maintain printed copies in the permanent records.

- g. Work with the Board to put together the binder for the Nominating Committee, including vacancies for the Board, Standing Committee Chairs and representatives.
- h. Maintain the following permanent records:
  - i. Available organization documents.
  - ii. General Membership and Board Meeting minutes, with attachments if available.
  - iii. By-Laws, original and revised.
  - iv. Standing Rules, original and revised.
  - v. General History (past presidents and tournament champions).
  - vi. Transition documents.
- i. Bulletin Boards:
  - i. At the beginning of the year, obtain the newly elected Board group picture, laminate it and hang it on the bulletin board.
  - ii. Ensure all new members' pictures with their big sister are laminated and hung on the bulletin board.
  - iii. Change the decorations on a monthly basis, buying supplies as necessary.
- j. With assistance from the website administrators monitor the [SBWGA18board@gmail.com](mailto:SBWGA18board@gmail.com) email account for SBWGA-18 on a daily basis, forwarding emails received to appropriate board members for resolution.
- k. Maintain Clubhouse Storage Closet Inventory and ensure the storage area is clean and organized.

## **2. GENERAL MEMBERSHIP MEETINGS:**

- a. Draft General Membership meeting minutes within five days of the meeting.
- b. Send minutes to president for review.
- c. Make changes as necessary.
- d. After final approval of the president, create a PDF of the General Membership Meeting minutes and email to the website administrator for posting.
- e. After the minutes have been approved by membership at the following General Meeting, if necessary, send a revised PDF version of the minutes to the website administrator for posting.

## **3. BOARD MEETINGS:**

- a. When notified by the President of the need, create a Teams meeting link a week in advance and send to Board members who cannot attend in person.
- b. Set up board laptop and speaker at board meetings to facilitate Teams meetings for Board members who cannot attend.
- c. Draft meeting minutes within five days of the Board meeting.
- d. Send minutes to Board members for review. The Board has five days to make any required changes.
- e. Make changes as necessary and resend them to the Board for approval. (The Advisor does not vote or approve the minutes). The Board has five days to electronically approve the minutes.

- f. After the minutes have been electronically approved, print minutes for the Secretary Notebook binder, convert to a PDF and send to the website administrator for posting.

*Revised April 2026*