Secretary duties include (but are not limited to):

* Taking minutes at each board meeting
* Sending minutes out to board members prior to the next meeting to look over
* Sending previously approved minutes to the head coach to post on web site
* Organizing and tabulating the Board Election on Survey Monkey
* Organizing and tabulating the Coaches’ Reviews on Survey Monkey
* Keeping all minutes, agendas, bylaws, and other important documents