

**SUNLAND SPRINGS VILLAGE COUPLES GOLF**  
**BOARD OF DIRECTORS**  
**Secretary Couple Job Description**  
**October 2019**

- 1) The Secretary Couple is third in line of succession among the Board of Director couples, after the President and Vice-President couples.
- 2) The Secretary Couple attends Board meetings and contributes to the policy development and decision making process.
- 3) Facilitate board meetings:
  - a) Take minutes of all Board meetings and circulate to all Board members in a timely manner.
  - b) Post all Board minutes on the Couples' Golf Website in a timely manner.
  - c) Amend Board minutes as required and circulate revised copies to all Board members and post on the website.
  - d) File Board minutes for electronic and paper retrieval.
  - e) If requested by the President Couple, assist in the preparation of Board meeting agendas.
- 4) Maintain and update all club master lists and documents, as required, including:
  - a) The Couples Golf Master Membership Roster, including the expiration date of members' Food Handlers Certificates.
  - b) The Social Calendar, Sign-up and Attendance List. Post the up-dated list to the Couples Golf Website on a regular basis.
  - c) Forward names of new members to the Pro Shop for addition to the Couples Golf sign-up sheets.
  - d) Add new members and update changes to Groups.io email system.
  - e) Insure that fee for Groups.io email system is paid each year by May
  - f) Insure that Domain Name [www.ssvcg.com](http://www.ssvcg.com) is paid by September for Couples Golf.
  - g) Keep a list of the names of new members for inclusion in each month's Village Voice.
  - h) The Membership Handout for new members
  - i) In April, email up-dated Couples Golf information to the HOA website administrator.
  - j) In April, email up-dated Couples Golf contact information to the Village Voice administrator for inclusion in the Voice Activities Contact list.
  - k) Club Photo albums and memorabilia
- 5) Prepare and submit Village Voice articles for each month - October through May. Articles are due no later than the 10<sup>th</sup> of the prior month.
- 6) Facilitate Communication by the President Couple or directly with club members on a timely basis, sharing the Membership Handout, Membership Roster, activity calendars and any other documents relevant to the membership. Be aware of, and share such documents with, club members who do not have email.

- 7) Maintain custody of all Secretary Couple information received from previous administrations. Pass these records, including the current Board's additions, to the incoming Secretary Couple.
- 8) Perform such other duties, as agreed to with the President Couple.