

SAWGA SECRETARY DUTIES

1. The Secretary shall assume her responsibilities after the fall meeting.
2. The Secretary must attend the three bi-annual meetings, starting in the fall of her elected year. If she cannot attend, she must provide a substitute to attend in her absence.
3. The Secretary shall keep records of all meetings of the Association and of the Executive Board.
4. She will provide a copy to each member club president and to the Webmaster to post a copy on the SAWGA website within **one (1) month** of the spring and fall meetings.
5. She shall take charge of all correspondence and papers belonging to the Association.
6. She shall also make written reports at the annual meeting or any other time, upon the request of the President.