

The Secretary shall keep a record of all meetings of the Club and of the Board and of all votes taken by mail, and of all matters of which a record shall be ordered by the Club. The Secretary shall have charge of the correspondence, notify members of meetings, notify Officers and Directors of their election to office, keep a roll of the members of the Club with their addresses and carry out such other duties as are prescribed in CCA by-laws. The Secretary shall schedule all conference calls and distribute appropriate call in information to all parties involved. Each Fall, the secretary shall request from the General membership, names to be submitted to future judging at CCA Regional, national and Sweepstakes. The Secretary is expected to respond to all general inquiries in a timely fashion. Any correspondence that is received by the Secretary and is of a club matter, shall be shared with the board. The Secretary shall work closely with the President on all meeting agendas. Annually, the Secretary shall schedule and approve Member Club Specialty requests as outlines by the Board.