

Secretary

The Secretary shall:

- Become familiar with the club's Constitution and By-Laws.
- Attend executive meetings and prepare the meeting minutes.
- Attend club business meeting and prepare the meeting minutes.
- Distribute meeting minutes to the Board.
- Be familiar with regards to the established protocol as it pertains to new members and their induction process.
- Record new members together with their personal data.
- Delete members who have resigned.
- With regards to a new member or a resignation, notify the President, the Treasurer, the District Data Base Manager, the club web site coordinator, the Gyrette President, the Roster book coordinator, and the editor of the Gyro Life.
- Track each member's length of time as a Gyro with regards to membership awards, eg. 5 years, 10 years, 15 years, 20 years, 25 years, 40 years, and 50 years.
- Order awards from Gyro International as required. Copy Treasurer on the e-mail so that he is aware of the order when he is invoiced for same.
- Order Gyro and Gyrette name tags via an e-mail as required. Copy the Treasurer on the e-mail so that he is aware of the order when he is invoiced for same. As of 2023 the club is using Winner's Circle Trophies & Awards located at 5240 – 1A Street S.E.; telephone 403-243-2484.
- Distribute general information to all members via an e-mail as required.
- Order the Past President's pin from Gyro International for the Installation of Officers and Directors which is normally held in September or October.
- Sign cheques for the Treasurer as required.