

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 (*refer to flow chart attached*).
- 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 telephone coordinator, the Gyrette President, the Roster book coordinator, and the editor of the Gyrodeo.
- Track each member's length of time as a Gyro with regards to membership awards, e.g. 20 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 2016 the club is using Winner's Circle Trophies & Awards located at 3519 – 14 Street S.W. 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.
- Sign cheques for the Treasurer as required.

