

Secretary

Voting Rights

- Prior to the start of every Board year:
 - Have all Board members designate a proxy so that their Board partner can vote in their absence (see example below)
 - Remind Board members about the voting rights prior to Board meetings.

Board Report

- Prior to every meeting, the President or Recording Secretary will send out a Board Report and the Recording Secretary will use it as a template for meeting minutes

Board Meetings and Meeting Minutes

- Board Meeting Minutes
 - Take meeting minutes at every Board meeting
 - Share minutes with President for edits
 - Share minutes with Board prior to next Board meeting
 - At next Board meeting, make motion to approve minutes
 - After approval, publish minutes in Club folder
- Board Votes
 - In the meeting minutes include notes about the Board votes and associated discussion

General Meetings

- Take meeting minutes
- Share minutes with President for edits
- Share minutes with Board

Example of vote proxy statement needed for Board members who will not be present to vote:

In the event that I, Jane Doe, am not present when it is my turn to vote at Board of Directors meetings, I name James Smith to vote in my absence, however they deem fit.