

GCHS Secretary Duties with Timelines – draft
December 1 2017

Board Meetings

Take minutes
Send to Board for changes
Save in Cloud along with officer reports
Publish on website

July & December

Board Election

Share nominees with Nominations Committee
Assemble Ballot
Collect and Count votes
Share with Board

October-December

Website

Content Updates:
Board Page – current members and terms
Publications Page – Update with OPs
Home Page – add latest news to center section

Hosting:
work with Treasurer

E-mail accounts

Set up for Officers and committee chairs

quarterly

Society E-mail

Check, forward, respond

Physical Mail

Check 3 x weekly
Renew PO Box when due