* 1. **SECRETARY DUTIES AND RESPONSIBILITIES**
     1. Assists the President in all matters.
     2. Adds 2 Community Relations events to our calendar and coordinate with the Ways and Means Lead to post on Facebook.
     3. Updates National with the New Officers by October 31st. The form is located on [wcr.org](https://www.wcr.org/) under Network Tools/Local Information and Forms.
     4. Records minutes during each Governing Board Meeting.
     5. Posts the minutes to the SLACK Channel and Wild Apricot.
     6. Records minutes at the Election Special Meeting or Event and present for approval at the following Governing Board Meeting. Once approved, the minutes will be posted to the SLACK Channel and Wild Apricot.
     7. Sends Birthday, Get Well and Sympathy cards to members.
     8. Uploads pertinent Secretary files by year (historical purposes) to: Wild Apricot/website/Files/ 04\_Secretary/year
     9. Ensures all duties and responsibilities are documented correctly in a separate file and handed off to the Incoming Secretary.