The **Secretary** shall supervise the keeping of a full and complete record of the proceedings of the Board and its committees, shall supervise the keeping of the minute books of this association, shall supervise the giving of such notices as may be proper or necessary, and shall have such other powers and duties as may be prescribed by the Board or the association Bylaws.

The **Secretary** controls the club’s administrative procedure. He/she is the main link between the Board and the club’s members.

Duties include but not limited to:

* Attend and record minutes of all General and Board meetings
* Assist the President in preparing agendas for meetings
* Send notice of upcoming meetings and circulate previous minutes and reports to the Board
* Examine all correspondence, directing it to the Board members concerned, and replying if necessary. Special attention should be given to all letters received from US Lacrosse, NCJLA and partner associations
* Have a good knowledge of the club’s policy and constitution
* Communicate information to the members