

SECRETARY

The secretary maintains and records the minutes of meetings, is responsible for sending out notice of meetings, and maintains a record of league's activities.

The responsibilities of the Secretary include the following:

- The Secretary shall keep an accurate record of the proceedings and activities of all meetings of the General Membership and the Board of Directors and shall maintain minutes of all meetings.
- Receives mail, supplies and other communications from USA Softball and other leagues.
- Shall conduct all necessary correspondence of the Rancho Cucamonga ACE Softball League.
- Shall notify all officers and members of their appointment to committees.
- Shall send out notices of meetings.
- Shall schedule all Board meetings (including special meetings).
- Assist Player Rep with Background Checks.
- Shall be registrar for USA Softball Registration.

The Secretary's point of contact will be the Rancho Cucamonga ACE Softball League President.