**Amendments submitted by:** \_Christina Hansen\_\_\_

Bylaw or constitution section: **\_** **2.01 (f) Duties of the Board of Directors**

*Quote section here*

(f) The Secretary shall:

1. receive and disperse all correspondence from the Clarington Minor Lacrosse mailbox
2. record and distribute minutes of all Executive Committee, Annual General and Special Meetings of the CMLA
3. assist other Board members with correspondence
4. in conjunction with the President, schedule and advise all Board members of meeting dates, times, locations etc
5. in conjunction with the Executive Committee, devise, prepare and distribute an agenda in advance of the meeting
6. be responsible for any voting conducted via electronic mail g. carry out other duties as assigned by the Board of Directors
7. maintain a master record of all minutes, agendas and correspondence
8. shall serve on the Executive committee, the budget committee, the Disciplinary committee and the Disputes and Appeals committee

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9. update the constitution with any amendments passed at the Annual General Meeting and maintain the Constitution Summery of Changes

**RATIONALE**

Assign responsibility to a board member to ensure the constitution is kept up-to-date and changes made at the Annual General Meeting is documented.