

Bokeelia Civic Association Position

Secretary: The Secretary will prepare the agenda and record the minutes for all Board, General, Annual and Special meetings of the Bokeelia Civic Association.

All drafts of agendas and minutes will be submitted to the Board for additions and corrections before becoming a permanent document.

Any correspondence determined by meeting minutes and approved by the Board will be composed and submitted to the Board for additions and corrections before being sent out.

The Secretary will maintain the books and records of the Bokeelia Civic Association and provide copies of documents when needed.

Revision: November 10, 2008