

CVDA Bylaw Responsibilities of CVDA Secretary

- **Article VIII-Officers**
 - **Section 3- Secretary-** The secretary shall record the minutes of all board meetings, Notify all members and individual members of their acceptance to the CVDA. Notify parties of their election to the board, issues notices of board meetings and elections. Conduct the correspondence of the organization, perform such duties as may from time to time be imposed upon him/her, and at the expiration of his/her term of office turn over all pertinent books and records to his/her successor in compliance with Article XIV-Retention of records.

****Responsibilities of CVDA OFFICE of Secretary in addition to our Bylaws**

1. Maintain accurate and up to date records of all CVDA business/correspondence.
2. Assist in the running of the CVDA Dart Classic.
3. Record minutes of additional committee meetings as requested by facilitators.
4. Attend all board meetings, disciplinary action meetings, sponsor meetings, division set up meetings, captain's meetings, and general membership meetings.
5. Responsible for selling raffle tickets, helping with 50/50 and actively seeking sponsors for the Dart Classic
6. Complete delegated tasks from fellow board members as appropriate to the smooth running of the league.

** These responsibilities are subject to change or may increase based on the current needs of the league.

March 30, 2011