

### **MAGC Secretary Responsibilities**

The Secretary has responsibilities as a Board member as well as specific responsibilities as Secretary. As a MAGC Board member, the Secretary is expected to:

1. Attend or participate in all meetings and conference calls of the Board of Directors (BOD).
2. Provide periodic reports of any activities to the BOD.
3. Carry out activities that the BOD deems appropriate.
4. Participate in BOD activities and functions including discussions and votes concerning the overall operations of the organization.

The Secretary shall send or cause to be sent all required notices of meetings of the BOD, shall receive and attend to all correspondence of the BOD, shall have custody of all documents belonging to the corporation (except as otherwise provided in these bylaws) and of the corporate seal (if any), and shall perform such other duties as usually pertain to the office or as shall be determined from time to time by the BOD. The Secretary also assists the Treasurer with maintaining membership lists and is an administrator of the MAGC website.