

**ODD FELLOWS SIERRA RECREATION ASSOCIATION
DUTIES OF THE
SECRETARY**

1. The Secretary records and keeps the minutes of actions taken at all meetings of the Board of Directors. The minutes show the time and place of the meeting, whether it is a regular or special meeting, and if special, how it was authorized.
2. The Secretary keeps a membership register showing the names of the members and their addresses, the number and date of certificates issued for the members, and the number and date of cancellation of certificates surrendered for cancellation.
3. The Secretary gives a notice of all meetings of the members and of the Board of Directors.
4. The Secretary keeps the seal of the corporation in safe custody.
5. The Secretary has other powers and performs other duties as required or requested by the Board of Directors.