

FSGW

Duties of the Secretary

1. General correspondence of the Society
 - a. Regularly write thank-you letters to performers at all Society functions (especially programs)
2. Keep minutes of all Executive Board and regular meetings. Read minutes of regular meetings at next meeting. (Board minutes are rather long and usually not read aloud, but passed around for written corrections.)
3. Keep records of the Society -- files & general information, everybody else's dead files, also library (if any).
4. Notify all Board members and other interested parties of Board meetings. (Read By-Laws for formal statement of how to do it.) Other interested parties at the moment are?

Ed Morris 462-8505
Gerry Parsons 737-0118
Peggy Dickie CO 5-1000, apt. 338

Board members:

John Dildine 283-2218
Chuck Perdue 273-0762
(Lani Herrmann YE 1-LLOW)
Sol Schneyer 949-4552
Joe Hickerson 483-3707
George Simpson EM5-5996
Jim & Carol Lee 385-8341

5. Carry on communication among Board members -- especially, the President will often ask for spreading word to the Board, or phone calls to be made during working hours (e.g. to Hawthorne school for auditorium), or general information of one sort or another.
6. Help out with publicity whenever possible --

7. Mailing list