



IVANHOE LADIES GOLF CLUB

ROLE OF ASSISTANT SECRETARY

- Assist the ILGC Secretary and act as understudy.
- When required, prepare Agenda for the Committee meetings.
- Take notes at Committee meetings and confer with Secretary re preparation of the Minutes.
- In Secretary's absence prepare draft Minutes, in consultation with the President, and distribute to all Committee members.
- Collect any mail sent to the ILGC via the Ivanhoe Golf Course and distribute to the Secretary or relevant member.