

Grosse Pointe North Band & Orchestra Booster Club
The Secretary

Section 9: The Secretary. The Secretary will attend all meetings of the Members and the Board of Directors and record the minutes of all proceedings in a book to be kept for that purpose. The Secretary will give or cause to be given notice of all meetings of the Members of the Board of Directors for which notice may be required and will perform any other duties prescribed by the Board of Directors. The Secretary shall have charge of all records and papers of the organization. The secretary shall prepare a final, written report of all his or her activities and duties, which shall be given to the president upon completion of his or her term of office.