

Women's New Jersey Golf Association
Duties of the Secretary

Minutes of the Board Meetings:

The minutes of all board meetings should be prepared in a timely fashion. They should include the date and location of the meeting, the members in attendance, and the date and location of the next meeting. They should also include deaths, resignations and changes in membership status.

A draft of the minutes should be sent to the President for her assessment. At her approval, the minutes should be sent to all board members for review before acceptance at the next meeting.

Typed and digital copies of all minutes should be maintained and passed along to the next Secretary.

Correspondence:

The Secretary shall create a revised template for the letterhead each year. Board members should have access to the revised template by November 1. All correspondence should be printed on blue paper and blue envelopes approved by the Board.

Prior to the start of the season, letters shall be sent to the President of the GSWGA and the Executive Directors of the NJSGA and the WMGA with the name, address and contact information of the President of the WNJGA.

After each tournament event, the Secretary shall send a thank you letter to the general manager of the host club with a donation to its holiday fund. A copy of the letter shall be sent to the club president. A thank you letter shall also be sent to the WNJGA hostess of the event with a copy of letter sent to the general manager.

At the end of the season, a thank-you letter and donation shall be sent to the NJ State Golf Association Caddie Scholarship Foundation and the Women's Metropolitan Golf Association Foundation.

Upon the death of a member, the Secretary shall send a letter and donation in her memory to the NJSGA Caddie Scholarship Foundation.

The Secretary's address shall be indicated on the envelope for all outgoing correspondence. The Treasurer shall provide the Secretary with all donation checks. Printed and digital copies of all letters shall be maintained and passed along to the next Secretary.

Annual Report of the Secretary:

An annual report which includes a summary review of Board decisions that year shall be prepared for presentation at the Closing Day luncheon.

By-Laws:

The Secretary shall maintain the By-laws in a Word document and on the WNJGA website. Proposed amendments to the By-laws shall be prepared by the Secretary for presentation to the membership.

Upon approval of any amendments, the By-laws will be updated in the Word document and on the WNJGA website.

Expenses:

Keep track of any expenses related to the job of Secretary and submit a request for reimbursement to the Treasurer.

Other Duties:

The Secretary is the custodian of the corporate seal.

The Secretary shall assist in tournament day activities as needed and requested by other Board members. On Opening Day and Closing Day, the Secretary shall provide name tags to be filled out at the registration table for use at the luncheon.

At the end of her term, the Secretary shall create a thumbnail drive with all essential information and templates for letters and forms for use by her successor.

The Secretary shall update her job description by October 31 of each year with the inclusion of her name and the date. Copies should be sent to the President and Website Chair.

[Updated October 5, 2025 by Sally Meyer, Secretary 2023-2025]