

Charter provides that Sail Fleet Recording Secretary shall:

1. Record, prepare and promptly distribute the Minutes of each EXECUTIVE BOARD meeting and each Sail Fleet General Membership Meeting when Administrative Officers are nominated and elected per Article XI of this document.
2. Direct all correspondence and notices pertaining to Sail Fleet.

Additional Duties

1. Record, prepare and promptly distribute the Minutes of each Sail Fleet Board meeting to each member of Sail Fleet Board and to the SWYC Board of Directors.
2. After approval by the Sail Fleet Board, cause the Minutes of each meeting to be posted to the Sail Fleet web page on the SWYC website
3. Record, prepare and promptly distribute the Minutes of each Sail Fleet General Membership Meeting during which the Administrative Officers are nominated and elected to each member of Sail Fleet Board and to the SWYC Board of Directors
4. Direct all correspondence and notices pertaining to Sail Fleet

Since the introduction of on line entrys, the job of the Secretary will also include:

5. Causing the Sailing Instructions and Notices of Race to be posted on the SWYC website after approval by the Race Committee, Protest Chair and PHRF representative.
6. Create the on-line entry, currently through the use of the Regatta Network system, for each event hosted by SWYC with the approval of the Protest Chair, PHRF chair and SWYC Race Liaison.