



IVANHOE LADIES' GOLF CLUB

ROLE OF ASSISTANT SECRETARY

1. Assist the ILGC Secretary and act as understudy.
2. When required, prepare Agenda for the Committee meetings.
3. Take notes at Committee meetings and confer with Secretary re preparation of the Minutes.
4. In Secretary's absence prepare draft Minutes, in consultation with the President, and distribute to all Committee members.
5. Collect any mail sent to the ILGC via the Ivanhoe Golf Course and pass on to the Secretary or relevant member
6. Assist the Captain in preparation of Weekly Prizes and maintain stocks of prizes.