

ASSISTANT SECRETARY DUTIES – Board Member

Overview: The Assistant Secretary works in coordination with the League Secretary, with duties as assigned by the Secretary and/or the Board. The Assistant Secretary attends the Board Meetings, which usually occur on the second Wednesday of the month, with full voting rights and is included in reaching a quorum for the Board.

The responsibilities listed below are set by the Board and/or the Secretary, as needed.

Duties:

- Produce monthly PLAL “Artist of the Month Reception Invitation” in Mail Chimp and send DRAFT to BOD members for review. Make corrections in Mail Chimp and send to PLAL “General” membership (400-plus people) on the first week of the month of the *same* calendar month of the Reception.
- Send monthly notices of PLAL program and activities to Bay Club, Beach Club, and Port Ludlow Inn.
- Bi-monthly, send out reminder via Mail Chimp to PLAL members of the art changeover at the Port Ludlow Inn and The Gallery.
- At the appropriate three-month interval, send out notice via Mail Chimp of “Call to Artists” to solicit participation in merchant exhibits. Confirm need with merchant exhibit coordinator.
- Assume duties of the Secretary, including taking notes at the BOD meeting and producing BOD minutes in the absence of the Secretary.