

Standard Operating Procedures

Secretary of SoundView Little League's

- Attend meetings and take minutes
- Send meeting minutes via Email to each board member
- Request agenda items from President
- Type agenda items and Email to each board member at least 24 hours prior to next scheduled meeting
- Schedule meeting room as directed by President
- Type correspondence letters to individuals on an as-needed basis per direction and consensus of the Board.
- Keep all above correspondence letters of reprimand or warning, etc confidential.