

Northern District Shuffleboard Association

Secretary Responsibilities

1. It shall be the duty of the Secretary to keep a correct roll of the Clubs within our district, and to keep a true record of the proceedings of all the meetings, to receive and reply to all communications, and to keep on file all documents relating to the business of the Northern District Shuffleboard Association (NDSA).
2. The Secretary shall notify each Club of the time and location of all NDSA meetings at least two (2) weeks in advance of the meeting.
3. The secretary shall keep a current list of each club president as well as their contact information.

Adopted: - March 31, 2023