



Secretary – Fillmore Girls Fastpitch

The Secretary serves as the League's primary record-keeper and communications coordinator. This role ensures that all League operations are well-documented, organized, and effectively communicated to the Board and community partners.

Key Responsibilities:

- Record and maintain accurate minutes of all Board meetings and distribute them to members.
- Develop seasonal agendas and schedules for the League.
- Maintain a running history of the League's operations and decisions.
- Provide timely notices for Board meetings and secure appropriate meeting locations.
- Act as the primary liaison with the City of Fillmore regarding field usage, lighting, and any related concerns.
- Coordinate with the City to secure necessary permits, facilities, and field access for League activities.

The Secretary plays a vital role in keeping the League organized, connected, and operating smoothly throughout the season.