

Exhibit "C"

Secretary/Treasurer

The Secretary/Treasurer of AUGSD will:

- Keep the Membership Database up to date and track members' attendance (taken at meetings)
- Ensure members sign in at meetings, collect donations, and give membership applications to new members
- Hang directional signs for meetings
- Plan social events/parties (food and drinks)
- Keep accounting of funds received and disbursed
- Create agenda for board meetings
- Create ballots for elections
- Validate election ballots (with Sergeant at Arms)
- Attend AUGSD Board Meetings and take notes