



Secretary

4. The Fleet Secretary - Secretary

4.1 The Fleet Secretary shall keep the minutes and attendance of all proceedings of all meetings of the Members and the Board of Directors

4.2 Shall attend to the giving and serving notices of all meetings of the Members and of the Board of Directors.

4.3 Shall keep and have charge of the journal of the meetings of the Board of Directors, General Meetings, and Special Meetings, of the Book of Bylaws, and other such books and papers as the Board of Directors may direct.

4.4 Shall, in general, perform all the duties incident to the Office of Fleet Secretary - Secretary - subject to the control of the Board of Directors; and shall perform the duties of the Fleet treasurer - Treasurer - in case of the absence or disability of the Fleet Treasurer.

4.5 Shall maintain a Register of Eligible Voters.

4.6 Shall attend all Board of Directors Meetings, General Membership Meetings, Special Meetings, Cruise outs and 'In House Dinners'.

4.7 Pick up mail from 3300 Powell St. Suite 101. Emeryville, California, and distribute said mail in a timely manner.

4.8 Shall have other such powers and duties as may be assigned by the Board of Directors.