From the GLASA Softball League Code (see www.glasasoftball.org):

14.08 Duties of the Secretary

a. Maintain the official copy of the Bylaws, Softball League Code, Rules of Play, and related documents of the League and NAGAAA;
b. Record and maintain all League meeting minutes, specifically of the Executive Board and the Commission. Said minutes shall be recorded and available to all League members prior to the next Commission meeting;
c. Give due notice of all League events and deadline dates to all Commission members at such time as prudent to avoid any fines or suspensions;
d. Track Commission meeting attendance and notify managers of attendance violations;
e. Maintain a list of teams and their respective Division of play. Maintain a current address listing along with telephone and e-mail contacts of all Commission Members. Maintain membership of the GLASA Commission Facebook page;
f. Be responsible for League and NAGAAA correspondence as directed by the Executive Board;
g. Keep a copy of the signed and approved financial statement, along with the bank statements, with the monthly meeting minutes;
h. Assist the Commissioner in those duties he/she specifies as necessary for the proper and efficient conduct of the League;
i. Oversee the maintenance and update of the League's website as necessary. The Executive Board determines the website content and may appoint a Webmaster to be responsible for the actual update of the website, but the Secretary will still be responsible the overseeing the website; and
j. Be required to attend all Executive Board and Commission Meetings.