

The History Club
October 13, 2023

We are pleased to inform you that, as a result of a vote conducted among all club members, you have been formally appointed as the Club Secretary of The History Club. This appointment is in accordance with the majority vote cast by our members.

This appointment is officially certified in the name of the President, and the Vice President, of The History Club.

As the Club Secretary, your responsibilities will include:

1. Maintaining accurate records of club meetings, including meeting minutes.
2. Assisting in the coordination of club events and activities.
3. Managing club correspondence and communication.
4. Collaborating with the President and Vice President on various club matters.

This appointment is effective immediately, and you will hold the position of Club Secretary until the end of your term or until a subsequent election is conducted.

Please accept our sincere congratulations on your appointment. Your willingness to take on this important role is greatly appreciated.

Thank you for your continued support and commitment to the success of The History Club. We look forward to working closely with you in your new capacity.

Upon signing this letter of appointment, you agree to faithfully execute the duty of the secretary.

Yours sincerely,
Yicheng E. Lu
Vice-President of The History Club

Name

Signature

On this thirteenth day of October two thousand and twenty three, at Palo Alto, California