

SECRETARY'S JOB DESCRIPTION/RESPONSIBILITIES

The Secretary is an elected official and serves for a one-year term, which is from Annual Meeting to Annual Meeting. The Secretary is an official member of the Executive Committee. Said Committee approves presidential appointments, acts in an emergency for the interests of the Association, and has the authority to spend amounts as authorized by the Board of Directors. (Article 6, Paragraph 1)

The Secretary is also a member of the Board of Directors. Said Board transacts all business submitted to it by the President and authorizes payment and approves expenditures of the members of the Board that are deemed necessary to properly perform their duties, if such funds are available. (Article 6, Paragraph 2)

Duties of the Secretary are to:

- Hand record the minutes of all live or telephonic meetings of the Association, the Executive Committee, and the Board of Directors.
- Hand and tape record the minutes of the Annual Meeting (and any Mid-Year Board Meeting, if one is held).
- Type up the meeting minutes and submit to the President for approval. Provide a copy of the approved minutes of the Association and the Board of Directors to the Board of Directors within thirty (30) days following the meeting.
- Assist the President in setting up any telephonic board meetings.
- Maintain a record of all business of the Association transacted by any of its authorized representatives.
- Assist the President and President-Elect with any official correspondence and distribution of the correspondence.
- Maintain a copy of all legal and official correspondence issued from the Association and maintain a complete set of original and amended Constitution and Bylaws and Resolutions of the Association.
- Work with the Membership Chair to maintain a roster of members and current addresses, phone and fax numbers, and email

addresses, and provide each member of the Board of Directors with a copy of said roster.

- Perform any other duties as assigned by the Executive Committee and/or the Board of Directors.
- At end of your term, send official meeting minutes to the Chair of the History Committee and a copy of the same to the President.