

# SECRETARY

## **The duties of the Secretary shall be:**

- A. Attends all Executive Board and Annual Meetings.
- B. Keep accurate records of all meetings of the Association.
- C. Receive and keep properly filed all important communications.
- D. Attend to correspondence as directed by the President and correspondence for the Vice Presidents for the Annual Meeting.
- E. Order and dispense official stationery.
- F. Reads and becomes familiar with the Constitution of the Association and the Handbook.
- G. Preserves the records of all meetings of the Association.
- H. Takes the minutes of annual business meetings and Executive Board Meetings.
- I. Following each meeting, send draft copy of minutes to President for review.
- J. Has the Secretary's Book at all meetings of the Association with the minutes of the past three years recorded in the book.
- K. Provides each Board member with copies of minutes of previous meeting for approval.
- L. Spends time in training or assistance to the Secretary-Elect.
- M. Send copies of minutes of last meeting to identified officers/members within a reasonable timeframe.
- N. Assemble all materials belonging to the office, adds suggestions and delivers to successor.