

SECRETARY

OFFICE RESPONSIBILITIES

- Handle any correspondence deemed necessary by the Executive Board.
- Participate as a voting member on the Executive Board.
- Write and maintain accurate minutes of the Executive Board meetings and Association Business sessions.
 - Tape recording sessions is helpful for transcription and clarification.
 - A draft of the minutes should be sent to the President for editing and correction.
 - Upon approval by the President, copies of minutes should be distributed to all members of the Executive Board, elected and ex officio. Distribution may be accomplished through electronic mail where such channels exist.
 - Send minutes to the webmaster to be posted on the website. The minutes will remain on the website for one year.
 - The original minutes should be kept in the Secretary's notebook, along with pertinent documentation. An up-to-date copy of the Constitution and By-laws should also be kept in this notebook. The inclusion and/or pertinence of other documentation is left to the Secretary's discretion. The notebook should contain the documentation for at least the current and previous Association years. Documentation prior to this should be given to the Procedures Officer.
 - The format of the minutes will follow the Agenda set by the President. Past minutes can serve as a guide to headings, margins, etc. District, Committee, and other reports should be summarized within the minutes rather than appended as attachments.
- Perform any tasks assigned by the President.