

SECRETARY

1. Shall keep an accurate record of this Association's business and special meetings and Board meetings.
2. Shall read and respond to all correspondence which comes to the Secretary's attention and/or at the request of the President.
3. Shall keep electronic copies of all minutes from regular and special called meetings of the Board, including conference calls or webinars.
4. Shall keep minutes concise, consisting only of pertinent information, such as account figures, motions made and important committee information.
5. Shall submit a report of all motions and Bylaws changes made throughout the year. This report shall be distributed electronically to the President, President-Elect, and Bylaws and Policy and Procedures Manual Chairperson.
6. Shall maintain an electronic file of standing motions.
7. Shall compile an electronic file of motions to be passed on to the next Secretary.
8. Shall assist the President as requested.
9. Shall send thank you notes to all speakers and sponsors following meetings.