

Secretary

The Secretary shall:

- Keep all the books and records of the organization and ensure that the minutes of all meetings of the members, the Board of Directors and the Executive Committee are recorded, maintained and circulated in an up-to-date manner;
- Assist with correspondence of the Association as requested;
- Be available to attend meetings, conferences, etc. as a representative when requested;
- Direct inquiries to appropriate committee chairs as requested.

Tasks with no set deadline

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| <ul style="list-style-type: none">* Take minutes at meetings and return to ED promptly for minutes to be posted on the website and kept on file(1)* Other tasks as needed |
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*The Executive Director will take the minutes if the Secretary cannot attend a meeting.