

SECRETARY – BOARD POSITION

Secretary. The Secretary shall:

- Record the minutes of all General and Executive Committee meetings.
- Provide minutes of the previous meeting to the membership.
- Maintain Committee Reports when provided in writing.
- Provide a copy of current Bylaws to all Executive Committee members upon request.
- Write thank you notes for the organization, as needed.
- Maintain a file for member review, records for a minimum of five (5) years, to include the following: all General meeting minutes, all Executive Committee meeting minutes Governing Documents, and all Treasurer's reports.
- Shall be the Executive Advisor over the Standing Committees.