

SECRETARY

The Secretary is the recording officer of the organization and the custodian of the records, except of those specifically assigned to others. The responsibilities of the Secretary are:

1. Records attendance at board meetings.
2. Records minutes of the board and branch meetings and maintains them in a permanent file for branch archives.
3. Makes available a copy of the corrected minutes of board meetings to board members in a timely manner.
4. Finds a substitute secretary when unable to attend board or branch meetings.
5. Retains official communications, such as letters and announcements sent and received by the branch.
7. Orders the Past President's pin in advance of the installation event.
8. Performs other duties as requested by the President.
9. Maintains an Experience Binder or file that includes current year hard copy of minutes, resource material, notes, timelines, decisions and selections, suggested changes, and recommendations for a successor. Pass binder to successor one-on-one, if possible.