

SECRETARY

Purpose:

- To record all branch decisions, legal and mission-related, and items of historical interest

Principal Duties:

- Publish board meeting agendas, financials, working minutes from prior month's board meeting minutes
- Record minutes per the agenda at board meetings
- Publish President-approved minutes to elected board members, appointed board members and various branch members who are non-appointed/elected
- Attend the April branch business meeting, the minutes from which are read at the May board meeting
- Co-sign expense requests for monies owed various members' branch related expenditures.

ASSISTANT SECRETARY

Principal Duties:

- Attend board meetings as deemed appropriate to learn the job
- Attend board meetings when Secretary cannot be in attendance
- Take minutes of board meetings several times during the year
- Publish board meeting minutes at least one time during the year
- Assist the Secretary as required