

SECRETARY

Purpose:

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

Principal Duties:

- Publish board meeting agendas, financial, 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
- Take minutes at the April branch business meeting and disseminate the minutes at the May branch meeting.
- Co-sign expense requests for monies owed various members' branch related expenditure
- Arrange for room rental for coming year