

SECRETARY

The responsibilities of the Secretary are as follows:

- The Secretary shall be the guardian of Corporate records. The Secretary is responsible for keeping the notes of all the meetings of the members. The Secretary is also responsible for taking the minutes at the meetings of the Board of Directors; for keeping a current register of the name and address of each member of the Board of Directors; for all official correspondence and notices of the chapter in accordance with the provisions of these bylaws; and other such duties as may be assigned by the President or Board of Directors.
- Prepares minutes of monthly Board meetings, which include the individuals present, discussion points, decision reached, actions agreed upon, and timetable for activities
- Provides draft minutes from the preceding Board meetings
- Maintains permanent records of minutes, bylaws, policies and procedures guidelines, and other relevant information
- Prepares monthly board packet (agenda, final minutes, board reports)
- Drafts follow up correspondence and thank you letters for president's signature
- Keeps a current register and distributes updates of the name and address of each member of the Board of Directors
- Prepares chapter Quarterly Report for president approval and submittal to international by summarizing committee board packet reports for the quarter
- Files an Annual Report with the Arizona Corporation Commission each year by December 9 (<http://ecorp.azcc.gov/>)