

DUTIES AND QUALIFICATIONS OF SECRETARY

TERM OF OFFICE

Elected in even years; the term of office is two years.

QUALIFICATIONS

1. Shall have knowledge of electronic communications.

DUTIES OF THE SECRETARY

1. Join a NEAFCS Task Force of choice annually to enable continuous flow of information
2. Keep complete, accurate records of all meetings of the Executive Board and the Association.
3. Coordinate electronic and printed *Association* newsletters.
4. Serve as VEAFCFS webmaster.

ADDITIONAL RESPONSIBILITIES INCLUDE

1. Record minutes of all Board and Association meetings and sends copies of the minutes and attachments to the Executive Board. Responsible for typing, reviewing, approving, and duplicating minutes for all Board Meetings.
2. Send copies of all correspondence to the President and President-Elect. File a copy of all correspondence. Send electronic version of approved minutes to VEAFCFS webmaster.
3. Bring copies of the minutes of prior meetings to all Board Meetings for reference.
4. Prepare a progress report. Present the Secretary's report at the Board Meeting.
5. Develop a list of Board actions/meetings highlights, in conjunction with the President, to be printed in an Association Newsletter. Send a copy to each District Contact. District Contacts will send the report to district membership.
6. Submit budget request to the Finance Committee Chair by the designated deadline.
7. Prepare and maintain a five-year "running list of motions" and have available at all Board meetings. At the Winter Board meeting, the most recent 5-year list shall be distributed to each Board member.
8. Each year in the official minutes of the Association Business meeting list the members of the executive board for the coming year. Should include name and office held.