

Secretary

General Description of Office:

The Secretary shall record and file the minutes of the annual business meeting of the Association and of all the meetings of the Executive Council. This officer shall handle all correspondence necessary for the proper performance of this office.

Specific Responsibilities	Time Line
Attend Board Meeting as a guest	June of Year Elected
Term Officially Begins	July 1 of year Elected
Read PSHA Policies and Procedures	June
Attend September Board Meeting and take minutes of the meeting.	September
Send the September Board Minutes to the Executive Board and Association Management Company	No less than 3 weeks prior to the next Executive Council meeting
Attend December Board Meeting and take minutes of the meeting.	December
Send the December Board Minutes to the Executive Board and Association Management Company.	No less than 3 weeks prior to the next Executive Council meeting
Attend the April/Convention Board Meeting and take minutes of the meeting.	April/Convention
Send the April/Convention Board Minutes to the Executive Board and Association Management Company.	No less than 3 weeks prior to the next Executive Council meeting
Read the previous year's minutes of the Annual Business Meeting at the Business Meeting. Obtain approval from the membership.	April/Convention
Take minutes at the Annual Business Meeting.	April/Convention

Revised: 7/2013