

SECRETARY

The Secretary is required to:

- **Take minutes at the General meetings of the Association and the meetings of the Board of Directors.**
- **Maintain an accurate list of the membership.**
- **Keep attendance records of the membership.**
- **Conduct the general correspondence of the Association at the direction of the President, and shall perform all other duties ordinarily pertaining to such office.**
- **Provide copies of the General and Board of Directors meeting minutes to any member as requested.**