

POSITION: Secretary

PURPOSE:

The Secretary is elected by popular vote of the MSFAA membership to a one year term and shall record the minutes of meetings, notify board members of meetings, and maintain official meeting records.

DUTIES:

The Secretary shall:

1. Record minutes at Board of Directors' meetings and general business meetings.
2. Set Board of Directors meeting agendas with the President in advance.
3. Send advance notification of meetings including agendas, and minutes of prior meetings including committee reports, to board members and Regional Directors. Where possible, this will be accomplished via e-mail or other electronic format.
4. Order and distribute envelope and stationery supplies.
5. Forward official Board minutes and exhibits of the Association to the Archives Committee for storage. Where possible, this will be accomplished via e-mail or other electronic format. Paper minutes or exhibits that cannot be sent electronically will be scanned and stored electronically by Archives.

Revision Date: 3/07