

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

SECRETARY

1. Secretary is elected by the membership.
2. Secretary's term is two years.
3. This elected position will constitute one vote on the Board and is a member of the Executive Committee of the NCSSWA Full Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Serve on and attend Executive Committee and Full Board Meetings.
- C. Shall regularly and routinely check NCSSWA email and respond appropriately.
- D. Shall record meetings of the Executive Committee and Full Board Meetings and general business sessions.
- E. Shall share meeting agendas as directed by the President and will send to the full board at least 30 days prior to the scheduled board meeting.
- F. Shall record meeting minutes of the Executive Committee, Full Board, and the membership business session.
- G. Shall arrange with the President how the minutes will be distributed.
- H. Shall maintain all meeting agendas and minutes in a chronological and organized manner.
- I. Shall receive all proposed changes to the constitution and by-laws 30 days prior to a scheduled general meeting of the membership.
- J. Shall submit a yearly budget to the Executive Committee at the spring board meeting for any secretarial support needs.
- K. Shall maintain a record of position activities and dates to share with next term Secretary.
- L. Shall complete other duties that may be assigned by the President.
- M. Shall provide assistance as needed to the President for correspondence on behalf of the association.
- N. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.