

Role of Local Secretary

Suggested Responsibilities/Duties (refer to your local constitution and bylaws)

- I. Assist the president in preparing the agenda for meetings.
2. Distribute or post notices of meetings.
3. Keep a permanent record of minutes from meetings and of any correspondence received or sent.
4. Maintain the local's archives with the Constitution and Bylaws, past and present officers, committee structures, etc.
5. Assist in the preparation and distribution of the local's policy hand book, and also of the member's handbook about the local.
6. Serve as a member of the President's Advisory Council/Cabinet/Executive Committee.
7. Attend appropriate meetings and training sessions.