

2.11.04 Secretary

- a) will attend all General Membership, Annual General membership and Board of Directors Meetings and shall maintain accurate minutes of same.
- b) will be a signing authority along with the President, Vice President, and the Treasurer.
- c) will have charge of all Board of Directors records.
- d) will maintain and update the By-Laws as required.
- e) will be responsible for all Board of Directors correspondence.
- f) will work with the President on safekeeping of all committee reports, minutes, By-Laws and Policies. g) will perform such other duties as designated by the President. h) will report to the President.