

## Region VII Elected Officer Duties Secretary

The Secretary:

1. With direction from the Chairperson, prepares and publishes meeting agenda.
2. Keeps accurate minutes of all regional meetings. Minutes shall be typed and distributed to the regional Executive Board members within two weeks following the meeting.
3. Maintains a membership list of all Region VII members, as provided by the Parent organization's Membership Coordinator.
4. Assists the Newsletter Editor in preparing the regional newsletter no less than 6 times per year.
5. Prepares correspondence or other documents at the direction of the Chairperson.
6. Advises the State Secretary/Treasurer of any newly elected officers immediately following an election.
7. Is a voting member of Region VII's Executive Board.
8. Serves a one (1) year term.
9. If re-elected and an "active" member, serves an unlimited number of terms. If an "associate" member, serves one term only.