

Position Description

MADHVS/Secretary

Shall take minutes at Board of Director and Regular Membership meetings and on other occasions as requested by the President. Board and regular meetings will list names of attendees only.

Shall keep accurate records of all matters voted and actions taken.

Shall send copies of Board of Director meetings minutes to respective members within three (3) weeks.

Shall send copies of minutes of regular membership meetings to the membership as soon as possible: in no case later than four (4) weeks prior to the next regularly scheduled meeting.

Shall submit an oral report at meetings as requested.

Shall perform other duties as requested by the President.

Shall submit a written report to the President at the annual meeting.

Shall submit a set of records to successor within thirty (30) days of end of term and be available to orient successor.

3-18-04