

## Secretary

Record attendance and minutes at the monthly Board Meeting, and any other business meetings of the organization, including the annual business meeting in June.

Distribute meeting minutes to the Board Members, Committee Chairs and other interested members for input and approval prior to the next Board Meeting.

Forward approved minutes to the Newsletter/Website Chair for inclusion as appropriate.

Maintain a hard copy of meeting minutes, in sequence, in a looseleaf binder, as a record to be passed on to the next secretary.

Revised by Donna Derstadt, 2012