

## **Secretary**

The Secretary shall:

1. Serve as Secretary to both the Executive Committee and the board of directors. Record and distribute the minutes of all meetings. The correction of previous minutes when tabled at board meetings are also part of the responsibilities.
2. Pass on notices by email to directors and association members.
3. Must keep a log of all motions passed by the Board of Directors. The log's purpose is to provide directors with a ready reference to past motions.
4. Maintain a ledger noting the location of all equipment belonging to the association.
5. The Secretary is a FULL participating and voting member of both the Executive Committee and the Board.