

# SECRETARY

**Purpose:** To serve COAHPERD by keeping accurate and current records of official meetings of the Executive Board.

**Organization:** The Secretary shall be elected in accordance with the By-Laws. He/She shall first serve a one year internship as Secretary-Elect and then assume office following the State Convention for a one-year term.

## Responsibilities:

1. Attend all Executive Board meetings.
2. Be available to meet with the Executive Committee when needed and requested by the President.
3. Keep records, including minutes and reports, of all meetings of the Executive Committee and Executive Board of COAHPERD in a format that is accessible to all officers and members of COAHPERD.
4. File the above information with the Executive Director.
5. Distribute minutes electronically to all Executive Board members and Past Presidents.
6. Make corrections to minutes as approved by the Executive Board at a subsequent meeting.
7. Send official minutes to the webmaster for archival on the COAHPERD website.
8. Help Executive Director with on-site convention registration.
9. Train Secretary-Elect to take minutes.
10. Work with the Secretary-elect to compile a list of motions approved at the end of each year to be presented at the first Executive Board meeting after convention.
11. Collaborate with the Over-Site Committee Chair to keep passed motions up to date.
12. Perform other duties as designated by the Executive Committee.
13. Submit items for silent auction and or other fundraising efforts.
14. Submit the end of the year report at the meeting prior to convention.
15. Preside at a minimum of two sessions at the convention.
16. Actively engage in convention duties and responsibilities.

# SECRETARY-ELECT

## Organization:

The secretary-elect shall be elected in accordance with the Constitution and serve a one-year term after which he/she shall become Secretary.

## Responsibilities:

1. Attend all Executive Board meetings
2. Act for the Secretary in his/her absence. Succeed the Secretary in case of his/her death, resignation, or removal from office
3. Assist Secretary with duties whenever possible in order to receive training in taking minutes
4. Help Executive Director with on-site conference/convention registration
5. Work with the Secretary to compile a list of motions approved at the end of each year to be presented at the first Executive Board meeting after convention.
6. Collaborate with the Over-site Committee Chair to keep passed motions up to date.
7. Perform other duties as designated by the Executive Committee.
8. Submit items for silent auction and or other fundraising efforts.
9. Collaborate with the Secretary on the end of the year report at the meeting prior to convention.
10. Preside at a minimum of two sessions at the convention.
11. Actively engage in convention duties and responsibilities.