



DUTIES OF SECRETARY

- The Secretary is a member of the Chapter's Board of Directors and has the responsibility to attend all Chapter meetings and Board meetings. In addition, they will attend the Chapter Leadership Institute, at the Board's expense.
- The Secretary shall record the proceedings of all Board of Directors meetings. A copy of the minutes should be distributed to the Board as soon as possible after meetings, with approval being obtained at the next Board meeting.
- The Secretary shall provide highlights of the Board of Directors minutes to the Webmaster, for inclusion on the website.
- The Secretary shall maintain a record of the proceedings at all Chapter meetings. A copy of the minutes shall be distributed to the entire membership, with approval being obtained at the next Chapter meeting.
- The Secretary shall notify the Regional Board of the Chapter's activities by sending a copy of the Board's minutes to the Regional Communication Officer, as soon as possible following the Board meetings.
- The Secretary will encourage members to abide by ALA's Code of Professional Responsibility.