

## Secretary

1. **Purpose:** Responsible for recording all meetings of the Society.
2. **Term of Office:** Three years. Elected every three years.
3. **Voting Status:** Voting member.
4. **Major Duties/Responsibilities:**
  - a. Maintains records of all Executive Board discussions.
  - b. Attends Executive and Annual Business meetings.
  - c. With the President, coordinates all Executive Board meetings. Provides advance notification to Executive Board and Society members, and creates and distributes agenda, previous meeting minutes and other materials, as needed.
  - d. Records and prepares minutes for official Society meetings.
    - i. Solicits the Executive Board for additions and corrections to drafts of Executive Board meeting minutes no more than 30 days after the meeting.
    - ii. Distributes corrected drafts of previous meeting minute to the Executive Board no later than one week prior to the next meeting.
    - iii. With the Web Communications Manager or Assistant Manager, posts approved Executive Board minutes to the SFA Website.
  - e. Maintains and provides access to print or electronic copies of current bylaws.
  - f. Maintains and provides access to print or electronic copies of current administrative and procedural manuals.
  - g. Maintains current list of SFA officers, committees, task forces, scholarship recipients, award recipients, meeting sites, and workshops.
  - h. Prepares annual report to be presented at the Annual meeting.
  - i. Retains and files all Society records in the Society's archives.