

Florida Health Sciences Library Association (FHSLA)

Policy and Procedures

Secretary (12/05)

The Secretary assumes the duties and responsibilities of the Office of Secretary at the close of the Annual Meeting. The Secretary serves a two-year term.

Duties:

1. Maintain a notebook for all correspondence
2. Send committee meeting notices as directed by the President.
3. Record minutes of official meetings, as designated by the President. Send the minutes to the President for review within one (1) month after the meeting.
4. Disseminate minutes as designated by the President.
5. Write correspondence as directed by the President.
6. Serve as member of the Executive Committee.
7. After filing the "Nonprofit Corporation Annual Report" (due prior to May 1st each year), the Treasurer will notify the Secretary for recording
8. Submit a copy of any meeting reports to the President for placement in the archives.