

SECRETARY

1. Maintains accurate records of all meetings of the Executive Board, Conference Committee meetings, and the House of Delegates meeting, including attendance, date, time and location. All records remain the property of the association.
2. Keeps accurate account of all action taken (motions passes or defeated)
3. Sends notices and minutes of the Executive Board Meeting to members of the Board.
4. Conducts correspondences as the Association and Executive Board directs.
5. Keeps a record of terms of office of elected officers and appointed members of the Executive Board.
6. Take minutes of the Budget committee meetings.
7. The minutes of all board meetings will be sent online.
8. Keep records for a brief history of SNA of Utah including dates of events and special accomplishments of current SNA Board that as reported.
9. Shall be elected on even years to serve two years.
10. Attend and serve as a voting member of the House of Delegates, or send and alternate if you cannot attend.
11. Shall submit a written annual report to the SNAU President by May 1st to be included in the House of Delegates folder.
12. The minutes of all board meetings will be sent online.