

Secretary (1)

Qualification:

Current member of PDA, active member in local chapter at least one (1) year preceding election.

Term:

Two years

Overall Responsibilities and Duties:

The Secretary shall preserve the record books and the full and correct minutes of the proceedings of all meetings of the Chapter Board. The Secretary shall be the custodian of the Charter, Bylaws, and minute books. It shall be the duty of the Secretary to sign and execute all corporate documents and instruments whereupon his or her signature may be lawfully required. The Secretary shall also serve all notices required by law, these Bylaws, or by resolution by the Chapter Board, and it shall be his or her duty to be prepare and file, with the appropriate bodies, official reports, returns, filings and any other documents required by law or PDA. The Secretary shall perform other duties as may be delegated by the Chapter Board.

1. Records the minutes of board meetings.
2. Preserves correspondence, reports, newsletter and records of the organization in a file.
3. Keeps a record of attendance at all board meetings.
4. Records minutes of all board meetings.
5. Maintains communication with Global PDA.
6. Sends names of delegates/officers to PDA annually.
7. Reports minutes to chapter board at meetings.
8. Conducts correspondence of the organization except when it is a responsibility of another officer or committee chairman.
9. Submit expense request to Treasurer before spending chapter funds.
10. Performs other duties as delegated by the President.
11. All meeting minutes are open for inspection by the membership
 - a. The secretary can stop the discussion at any meeting to ask for clarification on how an item should be reflected in the minutes.