



## **Duties of the Association Secretary**

The secretary shall:

1. Keep all the records of the board of directors meetings and general membership meetings.
2. Compose all communications as directed and approved by the president and board of directors.
3. Keep a record and see that the president has a copy of all correspondence sent and received.
4. Perform such other duties as provided by those by-laws or as commonly appertain to the office of secretary.
5. Be elected for a term of two (2) years with no limit on the number of terms.