

## **Secretary**

### **A. Tenure**

The Secretary will serve for two (2) years and may be eligible for a second term.

### **B. Duties**

The Secretary will:

1. Serve as a member of the Board of Directors.
2. Attend all board meetings and take meeting minutes to be recorded and filed for official records of SVAND.
3. Attend all membership meetings and take meeting minutes during the business meeting, as well as notes on the presentations provided to the membership.
4. Be custodian of all records pertaining to the organization from previous meetings.