



Secretary Responsibilities & Qualifications

Roles and Responsibilities

- Record and minutes of all official meetings of the Executive Committee and Board of Trustees and furnish one copy to each Officer and Region Representative within six weeks following each meeting
- Archive an official copy of all meeting minutes and reports for the permanent records of the association to be retained for a minimum of seven years
- Arrange for eating and sleeping accommodations (when appropriate) and meeting room space for Board of trustee meetings
- Send notices of meetings to and collect responses and written reports from the Executive Board, Region Representatives, and Committee Chairs
- Correspond with the associations leadership and/or membership as requested by the President
- Make revisions to the Policy and Procedure manual as determined by the Board of Trustees and distribute as appropriate

Nominee Qualifications and Requirements

- Must be a member in good standing of the association
- The candidate for Secretary should have a thorough understanding of the inner working of NYSATA
- Resume
- Candidate's statement
- Photo