

Section C: Duties of the Secretary

1. To keep the official minutes of all Faculty Senate, Executive Board, and general membership meetings and to distribute minutes of those meetings to the appropriate persons within fourteen days of those meetings.
2. To serve as a member of the Executive Board and the Faculty Senate.
3. To compile, prepare, and distribute agendas prior to Faculty Senate and Executive Board meetings.
4. To act as local agent for the state and national association and to notify them of any changes in officers or other matters pertaining to the local Association.
5. To maintain office records and files of the Association.