

## SECRETARY

The SECRETARY shall:

- Serve on the Executive Board and attend all meetings. If unable to attend, should notify the president in advance.
- Maintain/update a list of Executive Board Members.
- Maintain an accurate record of the business transacted at all Executive Board and PBEA meetings. A copy of the minutes should be e-mailed to the members of the Executive Board in advance of the next meeting.
- Handle correspondence which the President or Executive Board may direct.
- Maintain a reference file of Minutes, Treasurer's Reports, committee reports, conference reports.
- Orient the incoming Secretary to the duties of that office and turn over all materials at the conclusion of the conference.
- Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.