

**Section: Job Responsibility**

**Number: 101-02.4**

**Subject: Secretary**

**Origin Date: 10/97**

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**Reports to:** Executive Committee and BOD

**Purpose:** Maintains all records for SCAPAN (other than financial records).

**Role & Responsibility:**

1. Maintains a current membership in ASPAN/SCAPAN.
2. Has ready access to a computer to quickly access business of the Association.
3. Records minutes of all BOD meetings for the association
  - a. Provides a copy of minutes to BOD within 30 days of meeting.
  - b. Provides minutes to Webmaster for publication of minutes on website.
  - c. Provides the minutes of the previous meeting for approval at next meeting.
4. Preserves the official files and records of SCAPAN and passes on to successor.
5. Serves a two-year term, may succeed self for one consecutive term.
6. Assumes other responsibilities as directed by the President.
8. Assists with registration or other duties on the day of annual conference.
9. Reviews job description each year and makes recommended changes to the Vice-President / President Elect.

Review/Revise: 7/02; 4/06; 3/07; 9/09; 6/11