

Secretary/Treasurer

- Term of office shall be two years
- Shall keep a record of the minutes of all meetings of the *Association*
- Shall serve on the elections committee
- Shall notify the membership of the election results
- In the absence of the Secretary/Treasurer, the Member Service Coordinator will assume the duties of this office
- Shall sign checks in the absence of the Executive Director and serve as the secondary signature on the financial account
- Shall on a quarterly basis review the financial records of the *Association* with the Executive Director
- Shall be responsible for all official correspondence of the *Association*
- Shall ensure a draft fiscal budget by October 31 of each year for the upcoming fiscal year

*Estimated time commitment per month: 2-3 hours