

## **Office of the Secretary**

The KSCA Secretary is a biannually appointed position in accordance with the KSCA By-Laws. The Secretary is a voting member of the governing board. Reimbursements for official expenditures relating to the office's duties must be in compliance with the annually submitted action plan.

The duties of the Secretary are:

1. Attend all KSCA board meetings and record meeting minutes for distribution at future meetings to all appropriate parties.
2. Prepare the following for each board meeting:
  - a. Copy of previous meeting minutes
  - b. Attendance Record
3. Remain current in technology skills/equipment necessary to operate the office.
4. Send out all necessary and requested notices and correspondence as directed by the Executive Board and/or Governing Board.
5. Prepare and publish a directory of executive board, governing board and affiliate representatives.
6. Regularly access a personal/professional email account that allows for ongoing KSCA correspondence.
7. Submit annual action plan to treasurer of projected expenditures for the year.
8. Prepare articles for KSCA Newsletter.
9. Assist in the orientation of new board members.
10. Attend KSCA annual conference:
  - a. Facilitate pre-conference workshops and/or breakout sessions
  - b. Volunteer time as needed and requested ( for example: at registration table and silent auction room)
11. Assume such other responsibilities as directed by the President and/or governing board.