

Secretary

The secretary is one of the three (3) elected and required positions on the CAB. This position is discussed in detail in the *Secretary's Guide*.

The responsibilities of a chapter secretary are to:

- Keep the records of the minutes of CAB meetings and the Chapter Annual Meeting.
- Keep the minutes in the records of the chapter as required in the Records Retention Policy.
- Be the next in line to succeed the chapter president and to take over duties of the president if the president or optional vice president(s) cannot preside at a meeting; is also the next in line after any optional vice president(s) to fill a vacancy in the presidency for the remainder of the term.
- File the CAB / Banking Information Form with ASG National Headquarters. File the same form each and every time one of the three (3) required CAB members or newsletter editor changes.
- File the CAB / Banking Information Form with ASG National Headquarters. File the same form each and every time any of the banking information on the second page of the form changes.
- Respond to all correspondence received by the chapter as directed by the CAB.
- Sign the official notice of the Chapter Annual Meeting and provide a copy to all members in accordance with the ASG By-laws Article 6-B. on page 3-10. If the notice is to be published in the newsletter, provide a copy to the newsletter editor in sufficient time for it to be published at least fifteen (15) days prior to the chapter's annual meeting.

The secretary **shall not** chair the nominating committee for annual elections.

Excerpt from ASG National Policies & Procedures Manual, 08/2012 Version 3.1