

Secretary

The Secretary shall:

- keep all the books and records of the Association and ensure that the minutes of all meetings of the members, the Board of Directors and the Executive Committee are recorded, maintained and circulated in an up-to-date manner;
- assist with correspondence of the Association as requested;
- be available to attend meetings, conferences, etc. as A.B.A.M. representative when requested;
- direct inquires to appropriate committee chairs.

Tasks with no set deadline

* Take minutes at meetings and return to ED in a timely manner for minutes to be posted on website and kept on file(1)

* Other tasks as needed

1. If Secretary unable to attend a meeting the ED will take the minutes.