

Secretary Friends of Libraries Section

Term of office: Two-year term; re-electable

Election cycle: Odd-numbered years

Duties and Responsibilities:

1. Attends all Executive Board and Annual Membership meetings
2. Records and presents minutes of the Section Annual Membership meeting, Executive Board meetings, and Executive Committee meetings in a timely fashion. (See FLS By-Laws, Article VI, Section A for composition of Executive Committee.)
3. Maintains an archive of all Section minutes, records, correspondence, programs, and publications
4. After incorporating all corrections and changes and with approval by the Executive Board, submits accepted minutes to the FLS Web Editor to post on the Section's webpage

Reviewed by the Executive Board, 1/26/15; 3/18/19
Non-substantive changes made 9/28/20

file: secretary job description