

Secretary

The Secretary shall attend the first and second council meetings and the business meeting at every Annual Meeting during his/her term as Secretary. The Secretary is responsible for recording the communication of ASR and Council, and to perform other duties as Council may assign. The Secretary shall record, maintain, and distribute Council meeting minutes. The Secretary will also record the business meeting and distribute those meeting minutes to Council. Consistent with the terms of other ASR elected leadership (President and Council Members), the Secretary shall serve a three year term.