



Executive Secretary

The Executive Secretary shall perform all duties customary to the office and shall give or cause to be given all notices in accordance with these bylaws or as required by law. In the absence or inability of the Secretary to act, a Secretary shall be designated from among the Board of Directors and shall perform the duties and may exercise the powers of the Secretary (as determined in its sole discretion by the Board of Directors).

Other duties include:

- Shall attend the meetings of the Board of Directors and members
- Shall be responsible for the keeping of an accurate record of the proceedings of all meetings of the Board of Directors
- Maintains all reports, documents, and other non-financial records connected with the business of the Association
- Posts notices and agendas of regular and special meetings of the Board as well as membership meetings no less than forty-eight, (48) hours prior to, and posts approved minutes of all meetings of the membership within seven (7) days of their approval at the subsequent Board meeting.
- Coordinates with the President, Board of Directors committees and any other endeavors necessary for the continual operation of the Association

Cosigns with the President all contracts, leases, checks and other legal documents as may be authorized by majority vote of the Board