

Duties of the SECRETARY

Elected Office

The duties of the office of Secretary are as follows:

- to record, write, and disseminate official minutes of all Board meetings in a timely manner to the Executive Board members
- to assist, as needed, with professional development offerings of the Organization
- to categorize and maintain a list of all motions passed by the Board
- to maintain and update, as needed, the Executive Officer Duty Manual

The duties of the office begin at the end of the Annual Fall Conference (AFC) and will continue through the January Board meeting following the end of the two-year term of this office.

1. Attend all TFLA Executive Board meetings and record minutes at Executive Board Meetings.
2. Send copies of Minutes to all Board members and post amended Minutes electronically in the Executive Board meeting folder of Google Documents immediately following each meeting of the Executive Board.
3. Assist the Director of Finance and the Director of Technology with on-site registration at the AFC.
4. In conjunction with the Executive Director, coordinate the annual updates of the official record of the TFLA Constitution, TFLA Bylaws, and the Executive Officer Duties Manual.
5. At the end of the outgoing Secretary's term, pass on all records, calendars and pertinent information to the incoming Secretary immediately following the AFC.

NOTE: All documents, materials and publications created for TFLA by the Secretary, become the property of the Texas Foreign Language Association.