Expectations of the Secretary
(Two-Year Term)

Section 3. The Secretary shall:

- Keep minutes of all meetings of the Chapter and the Executive Board,
- Provide copies of the Board minutes to all Board members,
- Provide minutes of the Annual Membership Meeting at the following meeting,
- Keep the records of the Chapter,
- Handle correspondence of the Chapter,
- Perform duties usually pertaining to that office,
- And other duties as may be assigned.

Other duties include:

- Must be a paid member of AAIDD
- Record minutes of meetings and send to President who sends along with the upcoming agenda to board at least two weeks prior to the next meeting
- Maintain records of organization