

Secretary (minimum 1 year clean time required)

1. Maintain a current list of the names, addresses, phone numbers, and email addresses, of all NEFASR committee members for committee use.
2. Maintain an attendance sheet for the NEFASR committee meetings.
3. Record minutes of committee meetings.
4. Prepare minutes in typewritten form and have a sufficient number of copies made for distribution to committee members at subsequent meetings and email copies to all trusted servants on the current email list.
5. Maintain copies of all minutes of the NEFASR committee meetings.