

# Secretary

---



Elected for a two-year term beginning in each odd-numbered year.

## Duties:

- To serve on the Executive Board.
- To keep the minutes of the business meetings of the Association and to send a draft to be posted to the DLA website.
- To conduct necessary correspondence and to assume responsibility for the proper distribution of mail received by the Association.
- To weed the files of the Association with due consideration for those materials of historical value to be sent to the archivist.
- To keep minutes for the current and past year. Any prior year's minutes should be transferred to the archives.

Note: Minutes are not official until approved. Secretary prepares draft minutes. If corrections need to be made, a new copy of the minutes will be prepared for the files. The draft minutes, once approved, will be dated with the date of approval.