

## **Guidelines for Office of Secretary**

TERM: Two (2) Years  
ELECTION: Even-numbered Years

The Secretary of the Association will work in conjunction with the Executive Administrator to maintain a record of all Board and Association Business. The Secretary will also act as corresponding secretary at the direction of the Board.

### **Nebraska Speech-Language and Hearing Association Deadlines for Office of Secretary**

January	*Attend Executive Board Meeting and record minutes
February	* Submit minutes to Executive Administrator to be disseminated to voting members of the Executive Board for approval *Submit Board approved minutes to Website Administrator for posting on NSLHA website
March	
April	* Attend Executive Board Meeting and record minutes * Submit minutes to Executive Administrator to be disseminated to voting members of the Executive Board for approval * Submit Board approved minutes to Website Administrator for posting on NSLHA website
May	*
June	*
July	*Attend Executive Board Meeting and record minutes * Submit minutes to Executive Administrator to be disseminated to voting members of the Executive Board for approval *Submit Board approved minutes to Website Administrator for posting on NSLHA website
August	*
September	* Submit minutes to Executive Administrator
October	*Attend Executive Board Meeting and record minutes *Attend Annual Business Meeting and record minutes *Attend Transition Meeting in October or November *Submit minutes to Executive Administrator to be disseminated to voting members of the Executive Board for approval *Submit Board approved minutes to Website Administrator for posting on NSLHA website *Up-date procedure manual
November	*
December	*