

Guidelines for Office of Secretary

TERM: Two (2) Years

ELECTION: Even-numbered Years

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

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

January	*Attend Board Meeting and record minutes
February	*Submit minutes to NSLHA Director to be disseminated to voting members of the Board of Directors for approval *Submit Board of Directors approved minutes to NSLHA Director for posting on NSLHA website
March	
April	*Attend Board Meeting and record minutes *Submit minutes to NSLHA Director to be disseminated to Board members approved by Board of Directors *Submit Board of Directors approved minutes to NSLHA Director for posting on NSLHA website
May	*
June	*
July	*Attend Board Meeting and record minutes *Submit minutes to NSLHA Director to be disseminated to Board members to approved by Board of Directors *Submit Board of Directors approved minutes to NSLHA Director for posting on NSLHA website
August	
September	
October	*Attend Board Meeting and record minutes *Attend Annual Membership Meeting & Awards Luncheon and record minutes *Attend Transition Meeting in October, November or December, if needed *Submit minutes to NSLHA Director to be disseminated to Board members to approved by Board of Directors *Submit Board of Directors approved minutes to NSLHA Director for posting on NSLHA website
November	*Up-date Procedure Manual
December	*