



## IWLA National Secretary

The **Secretary** shall be responsible for keeping records of Executive Board and the larger national board actions, including overseeing the taking of minutes at all board meetings and distributing copies of minutes to each board member. The following is a summary of the Secretary's responsibilities:

- Attend all board meetings.
- Participate in monthly officer calls with Executive Director.
- Maintain knowledge of the League and personal commitment to its goals and objectives.
- Maintain an accurate record in permanent form of all business transacted at the annual convention, board of directors meetings, and Executive Board meetings (excludes attendance, registration, sales, committee reports, etc. concerning the annual convention).
- Track board members' attendance at meetings.
- Review and distribute board minutes.
- Perform such other duties as may be prescribed by the Executive Board.