

New Jersey State Secretary Job Description

The Secretary shall:

- ♦ Attend all NJ Board meetings in September, January and the first week in June. Prepare a report from the individual Board reports submitted prior to meetings. Board reports are to be submitted to President and Secretary 3 weeks prior to meetings.
- ♦ Can add items to the agenda for meetings.
- ♦ Attend the Fall Conference in October.
- ♦ Send out past Spring Council minutes to all Council members.(Chapter presidents, all Executive board members and chairs, Past State presidents)
- ♦ Call for a vote by the Council on the minutes of the Spring Council meeting.
- ♦ Take minutes at the Fall Conference.
- ♦ Attend the Spring Council meeting in April.
- ♦ Send the past Fall Conference minutes to all council members.
- ♦ Call for a vote by the Council on the minutes of the Fall Conference meeting.
- ♦ Take minutes of the Spring Council meeting.
- ♦ Keep the minutes of all the Executive Board and Council meetings. Also keep all the minutes of this organization in a box to pass on to future Secretaries.
- ♦ Send minutes, by email, within 10days to the president to be proofed.
- ♦ Send minutes, by email, to Ex. Board members after proof and within 3 weeks after meeting.
- ♦ Send by email a copy of the minutes of the State/Provincial Council meetings to the members of the Council and request they be posted on the website.