



## **ACT SECRETARY DUTIES AND RESPONSIBILITIES**

1. Maintain a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
3. Maintain an accurate roster of the membership of the Association and of all committees; and Carry on the correspondence pertaining to the affairs of the Association as directed by the President.
4. Maintain a record of all related and appointed representatives and their respective terms of office and to notify the Nominating Committee prior to nominations of whose terms expire.
5. Perform such other duties as may be directed by the President.
6. Be available to attend weekly ACT Officers' meetings as needed.
7. Attend all Board of Directors and Rep Council meetings and record minutes.
8. Be available as needed to sign Association checks.
9. Attend CTA, NEA, and Service Center trainings and conferences as directed.