

VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION  
OFFICER DESCRIPTION

ASSOCIATION SECRETARY

Purpose

The Secretary of the Association shall conduct its correspondence, shall give notice of and keep minutes of all meetings, shall have custody of records and property of the Association, shall have custody of the corporate seal, if any, and shall attest all instruments, shall serve as secretary of the Executive Board and shall furnish copies of the minutes of the annual meeting to all members.

General Duties

1. Take minutes of the Annual Meeting and all Executive Board meetings.
2. Outgoing Secretary takes minutes of the Annual Meeting.
3. Send minutes of meetings to the VMCTA Webmaster for posting.
4. Maintain VMCTA Record Book