



WSSDVS Board Secretary Position Description

The Secretary will:

- Record and distribute minutes of all official meetings, as well as get them posted on the WSSDVS intranet site.
- Keep a current copy of the bylaws and other official documents on file, as well as posted on the WSSDVS intranet site.
- Demonstrate an interest in all affairs of the Society.
- Work closely with the WSSDVS President.
- Fulfill term of office and train successor.

WSSDVS Annual State Conference

Support conference planning committee members as needed and serve on conference committee as needed.

Board Meetings

Attend at least two in-person Board Meetings. Take notes and follow up with meeting minutes in timely manner. Attend conference call board meetings.

Term:

The term of office for the Secretary is one year with the option to continue a second term, and shall be elected for no more than two successive terms in the same office.