

# Secretary

The secretary is one of the five (5) elected and required positions on the CAB. This position is discussed in detail in the *Secretary's Guide*.

The responsibilities of a chapter secretary are to:

- Keep the records of the minutes of CAB meetings and the Chapter Annual Meeting (page 9-21 for a discussion of chapter meeting minutes).
- Keep the minutes in the records of the chapter as required in the Records Retention Policy (page 4-17 for this policy).
- Be the third in line to succeed the chapter president and to take over duties of the president if the president, first vice president, and second vice president cannot preside at a meeting. Is also the third in line to fill a vacancy in the presidency for the remainder of the term.
- File the CAB Information Form with National Headquarters. File the same form each and every time one of the five (5) required CAB members change (page C-2 for the form to use).
- Respond to all correspondence received by the chapter as directed by the CAB.
- Sign the official notice of the Chapter Annual Meeting and provide a copy to all members. If the notice is to be published in the newsletter, provide a copy to the newsletter editor in sufficient time for it to be published at least fifteen (15) days prior to the chapter's annual meeting.

## ***Associated Topics and Information***

- "CAB Responsibilities," on page 8-2.
- "Minutes," on page 9-21.
- Records Retention Policy, on page 4-17.
- "CAB Information Form," on page C-2.
- "Annual Meeting," on page 9-2.
- Secretary's Guide* can be downloaded from the Leadership Area of the ASG Web site at [www.asg.org](http://www.asg.org).