

Secretary

Duties:

Keep custody of all necessary records, books, and documents (other than financial records) relating to the property of the Association for the membership year which includes the following:

- The Secretary shall carry on the official correspondence of SILHIMA under the direction of the President.
- Attend and review the electronic minutes of each Board Meeting and the Annual Association Meeting.
- Send out notices of Board and Committee meetings and proposed amendments to the Bylaws
- Carry out official correspondence of the Association under the direction of the President

Estimated Time Commitment:

One membership year commitment.

Period of Activity: Four meetings per membership year (approximately 12-16 hours per membership year)