

SEAALAS Standard Operating Procedure		Revision 00 Date: April 20, 2011
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- I. The Secretary is an elected official.
- II. The Secretary serves one year term starting at the first quarterly meeting.
- III. The Secretary is a voting member of the Executive Committee.
- IV. The Secretary is responsible for:
 - A. Recording the minutes of all SEAALAS Executive Committee meetings during his/her term in office. Minutes will be typed in Microsoft WORD and forwarded to the Executive Director and President within 45 days of the recorded meeting.
 1. If the Secretary is unable to attend a Committee meeting, a representative will be appointed to take over the responsibility of recording the minutes.
 - B. Assisting the Executive Director (ED) in any other business related tasks of the Branch as deemed necessary and appropriate.
- V. The SEAALAS Branch Executive Committee will provide the Secretary with a digital recorder with which they shall records all meetings. The audio minutes will be archived by ED or designee.