

Secretary Responsibilities

The Secretary shall:

- Notify members of meetings via email, discord, and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain an accurate list of members and their contact information.
- Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep a copy of the constitution and have it available for members.
- Provide all documents and records pertaining to their responsibilities to the newly elected Secretary.
- Assist in special projects as assigned by the President.
- Assist in SGA allocations.

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