

Secretary Responsibilities and Procedures

The Secretary prepares and distributes minutes describing actions taken at MGSA Board and Executive Committee meetings, gives notice of upcoming meetings, and maintains a list of MGSA Board members, their positions, and their Board terms.

1. Assist with registration
 - Attend MGSA Board meetings prior to January registration and acquire a complete understanding of registration procedures and current issues
 - Attend the registration sessions and help where needed

2. Carry out monthly responsibilities
 - Notify MGSA members and members of the MGSA Board of upcoming meetings
 - Prepare and distribute minutes from MGSA Board and Executive Committee meetings
 - Maintain a list of MGSA Board members, their positions, addresses, phone numbers, and membership expiration dates

3. Serve as a member of the MGSA Communications Committee
 - The Communications Committee's period of greatest activity is in the months of October through January

4. Serve as a member of the MGSA Disciplinary Committee
 - Disciplinary Committee meetings occur on an as-needed basis