

## CABL SECRETARY

Term: 2 years

The Secretary shall be responsible to prepare minutes of all CABL meetings.

### **General Information**

The Secretary is an elected officer serving a two year term. Duties are assumed at the beginning of January.

### **Responsibilities of the Secretary**

#### I. Minutes

- A. Record, prepare, and distribute minutes of Group Business meetings.
  1. Include corrections to previous minutes (in the approval of the minute's section of subsequent minutes).
  2. List handouts distributed at the meeting at the end of the minutes.
  3. Make photocopies to distribute at the next Business meeting.
  4. E-mail copy of approved minutes to CABL President
  5. E-mail approved minutes to Webmaster to be mounted on the web site.
  6. Post to CABL website two weeks after CABL meeting

II. Attend all CABL meetings (if unable to attend get someone before hand to take minutes)

III. Attend annual CABL executive council planning meeting for new year