

SECRETARY

The secretary is specifically responsible for keeping the official records of the State.

Key Responsibilities:

- State:
 - Record and distribute meeting minutes for the state board and executive committee.
 - Send annual meeting minutes for review and publication.
 - Maintain official state documents and records. Handle state correspondence as directed by the president.
- AAUW-PA Archives:
 - Keep and transfer the memorandum of Agreement to the State Archives.
 - Maintain a newspaper-clipping record of branch activities.
 - Gather materials for the AAUW archives and transfer them to the Archives chair annually.

Preferred Qualifications/Skills:

- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks efficiently.
- Proficiency in both written and verbal communication.

For more details regarding this role, please review the [AAUW-PA Board Handbook](#) Appendix 2.4 Secretary

