

Area 10 Secretary

Shall serve a four-year elected term

Approved:

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall maintain the records of the Area 10 organization, including minutes, Bylaws and other official Area 10 documents.
3. Shall record minutes of the meetings of the Board of Directors, the Executive Committee and the membership. Shall submit minutes to the Chair for review within two weeks of the meeting. Shall make the minutes available to the Board of Directors by placing them in the online google files within one month of the meeting.
4. Shall serve as a voting member of the Board of Directors and the Executive Committee.
5. Shall deliver/send job descriptions and policies and procedures to board members by October 1.
7. Shall maintain a roster containing names, title, address, phone numbers, email and other pertinent information of all board members. Shall share the same pertinent information of the Executive Committee members with the Registered Agent. Shall notify the Handbell Musicians of America office, other board members, Communications Chair and Registered Agent of any changes.
8. Shall be responsible for other duties as set forth in current Area 10 Bylaws.
9. At Board of Director meetings, shall collect and scan handouts/reports to email to any absent board member.
10. Shall submit an article to the Communications Chair for publication in the "Campanologist," once a year.
11. Shall maintain an active membership in HMA.