

Secretary Responsibilities

1. Shall read and familiarize him/herself with LLPOA Handbook.
2. Shall keep the official minutes of this association.
3. Shall be responsible for editing the newsletter and its mailing in conjunction with the Treasurer.
4. Shall be the recipient of any proposed By-Laws changes, projects, etc. to be presented to the Board and distribute such accordingly.
5. Shall, together with the President, prepare agendas for meetings.
6. Shall be at the Pear Street Complex from noon to 1:00 p.m. on the day of annual meeting to provide ballots, voting cards, etc., to Precinct Directors for distribution to qualifying members.
7. Incumbent Secretary shall turn over all records within thirty (30) days.