



NEORQC Secretary

The duties of Secretary include attending board meetings and general meetings to take and distribute meeting minutes as an official record of the proceedings and serve as a member of the board. The Secretary will also be responsible for maintaining the secretary's book and keeping them up to date with current meeting minutes and other necessary information. The Secretary's books will be passed on to the next Secretary in succession. The Secretary is responsible for finding someone to cover and prepare the minutes in her absence from any meeting.

The general meeting minutes will be prepared and sent to the President for distribution to the membership within 4 weeks of the meeting. Meeting minutes should be prepared and distributed as a PDF file format. Non-NEORQC member names, when part of general meeting minutes, are to be listed as first name and last initial. Minutes to be reviewed by the President and once approved will be posted on the website.

Board meeting minutes are for the benefit of the board only and are not posted on the NEORQC website. Minutes are to be prepared electronically and sent to the President for distribution to the board.

The Secretary is responsible for responding to and creating NEORQC correspondence. All responses and letters of correspondence will be maintained in the Secretary's book.