

SLCT DUTIES BOARD Secretary – January 2021 Revisions

SECRETARY **(elected position per Bylaws)**

- Prepares and distributes the MINUTES of the Board of Directors' meetings. After Board approval at the next Board meeting, transmits the approved MINUTES to be posted on the SLCT website.
- Prepares and distributes the MINUTES of the General Membership meetings. After Board approval, transmits the MINUTES to be posted on the SLCT website.
- THE ASIDES: Arranges for a mass email to inform the membership of the monthly submission deadlines for *The Asides* articles; then works with the Editor to proofread articles for accuracy before publication.