

**2018-2019
FAEA SECRETARY**

It shall be the duty of the Secretary to take the minutes of all meetings to be distributed to the board of directors and membership. The secretary shall report on motions passed during board meetings in the following publication of Fresh Paint. The secretary shall keep a copy of the constitution and Bylaws of FAEA and record amendments made to these documents. The Secretary will direct the correspondence of FAEA to Tallahassee office as needed and conduct correspondence for FAEA as needed.

It shall be the duty of the Secretary to:

1. Attend all FAEA board meetings; reporting the minutes.
2. Serve on the Executive Committee.
3. Serve on the Finance/Audit committee
4. Prepare minutes of board meetings to be distributed electronically within 15 days after the board meeting to the board
5. Prepare a list of action items to be distributed electronically within 15 days after the board meeting to the board.
6. Keep and distribute accurate list of all Board members and committees.
7. Keep a copy of the Constitution and bylaws of the Association.
8. Properly record all amendments, motions, and new policies.
9. Furnish committees with all papers referred to them.
10. Proof official FAEA publications
11. Provide the president with such notes and reminders as occur in the meetings or electronically and do not appear in the official minutes.
12. Assist with preparation of all official ballots requiring the vote of full membership when requested.
13. Keep records of email / electronic voting and present those results / motion to the board at the next board meeting for the record, in the minutes.
14. Transfer copies of board information, motions, and changes in policy to the incoming secretary.