

## **Duties of the MSCA Secretary**

### **General Statement**

The Secretary of the MSCA is primarily responsible for recording, maintaining and distributing the records of the meetings of the Board of Directors and the MSCA Delegate Assembly.

### **Specific Duties**

1. The MSCA Secretary is responsible for recording, maintaining and distributing the minutes of official meetings of the MSCA Board of Directors, including arranging for the approved minutes to be posted on the MSCA Website.
2. The MSCA Secretary is responsible for recording, maintaining and distributing the minutes of annual and special meetings of the MSCA Delegate Assembly, including arranging for the approved minutes to be posted on the MSCA Website.
3. The MSCA Secretary conducts the election of the MSCA delegates to the NEA-RA.
4. The MSCA Secretary is responsible for reviewing amendments to chapter constitutions to insure that they do not conflict with the MSCA Constitution or the MTA and NEA bylaws.