

FCCA SECRETARY RESPONSIBILITIES
October 2007

- ◆ The Secretary's prerequisites are: (1) be an active FCCA member and (2) must have attended at least two annual FCCA conferences. The term of office for the above position is **two** years.
- ◆ Take minutes of all FCCA meetings and distribute in a timely matter.
- ◆ Maintain the contact list of all Board Members and Committee Chairs, update as needed.
- ◆ Retain minutes of previous meetings.
- ◆ Serve as a resource of information.
- ◆ Maintain the official FCCA embosser.

Detailed information about the FCCA roles and responsibilities are located in the bylaws posted on the FCCA web site at <http://www.fcca.ws/docs/FCCAbylaws3-14-06.pdf>