

## **SECRETARY**

The Secretary's primary responsibility is to handle all of the district's non-financial paperwork. The most important task is to record clear and accurate minutes of each District Service Committee Meeting. Some District Service Committees distribute copies of the minutes to all the participants, while other districts may choose to merely read the minutes of the last meeting at the beginning of each District Service Committee Meeting. It is also suggested that each secretary compile a log of all motions that have passed at all District Service Committee Meetings. These motions should be listed in chronological order under a heading for each officer, subcommittee, or other topic they affect.