

NDICE OFFICERS DUTIES**SECRETARY**

THE SECRETARY of NDICE shall be a support to the president. He shall attend all the board meetings and record the minutes. As Secretary he shall send out a copy of the minutes to the other board members for their approval and make needed corrections as deemed necessary by other board members. The secretary is to report the General Business meeting minutes to the body, at the NDICE conference, and answer questions regarding the minutes and make needed corrections as the body of NDICE deems necessary. Further the Secretary is to keep all minutes on file as both a history of NDICE and as a reference for future questions. He is also expected to have a copy of the NDICE by-laws and constitution available for reference. Along with these duties the Secretary works closely with the Executive Secretary, helping in any capacity needed. Basic time commitment: 1 hr. per month. Term is for two years.