



rainbow alliance of the deaf



SECRETARY DUTIES

(Under 2019 RAD Bylaws)

8.3.1 The Secretary shall record minutes and jot down roster of the chapters of the Alliance at every meeting.

8.3.2 The Secretary shall file all correspondence and bring necessary ones to the meeting.

8.3.3 The Secretary shall send the minutes to the chapters within sixty (60) days after the conference and send current bylaws, guidelines, policy reports and related materials (such as financial & membership dues) to all chapters 60 days before the next conference.

8.3.4 The Secretary shall contact for the name of the chapter delegates and alternate delegates sixty (60) days before the conference.

8.3.5 The Secretary shall record the minutes of all Executive Board and full Board meetings. These minutes shall be made available within 60 days.

8.3.6 The Secretary shall compile a complete list of all decisions made by the Executive and full Board between delegate meetings and make available this list upon request.

8.3.7 The Secretary shall submit copies of all documents, including but not limited to, meeting minutes, flyers, general and board correspondence to the Archivist.

8.3.8 The Secretary shall submit any RAD-related documents to any Board member upon request. This request may be made at any time and must be honored within 60 days.