

TSGNA SECRETARY'S COMMISSION

1. Term in office two years; elected by TSGNA Membership.
2. As needed, serve as resource person to Committee Chairpersons, Division Officers and other TSGNA Volunteers and Members.
3. Compile minutes of all TSGNA Meetings, utilizing laptop computer, purchased by TSGNA and written notes from the meetings.
4. Preserve minutes, along with any other records, correspondence and archives, in a permanent file. This file, along with the laptop computer and printer, will be given to the succeeding TSGNA Secretary following the TSGNA Annual Business Meeting.
5. Serve as TSGNA *Policy Committee* Chairperson (refer to the TSGNA *Policy Committee* Commission).
6. Submit written reports to the TSGNA President, Board of Directors and others, as follows:
 - To the Board of Directors, a copy of the minutes from each TSGNA Meeting within fifteen (15) days.
 - To the Program Chairperson, the requested number of copies of the minutes from the previous TSGNA Annual Business Meeting by September 1, for inclusion in the syllabus for the upcoming TSGNA Annual Business Meeting.
 - Agenda items must be submitted one month prior to each Board Meeting.
 - Reports as requested for the *TSGNA Newsletter*.
 - Other reports as requested.
7. Submit names of potential, future TSGNA leaders to the Board of Directors.
8. Annually, attend all of the three (3) Board of Directors Meeting and the *TSGNA Annual Meeting and Educational Course*. Should an emergency prevent attendance at a Board of Directors Meeting, the President must be notified and the secretary is required to make arrangements for a replacement to take minutes and bring the equipment (TSGNA computer and printer).