

**Position:** Executive Board - Secretary  
**Term:** Two (2) Years  
**Tenure:** Can serve up to three (3) consecutive terms, assuming the President-Elect, President, and Past President as one (1) term  
**Updated:** January-11

- 1) This position attends every monthly Board meeting. A minimum of nine (9) are required per year. If, for any reason, she cannot attend the Board meeting, she should pass on any pertinent information to another Board member to bring to the meeting.
- 2) This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
- 3) The Secretary records in detail the minutes of each Board meeting, and distributes them to the Board in a timely manner, making changes to the minutes as necessary. If she is unable to attend a Board meeting, she makes arrangements with another Board member to take minutes and distribute minutes to the Board.
- 4) The Secretary maintains the permanent master electronic filing of all documents for WLN.
- 5) The Secretary handles all official correspondence, except that which is covered by other Board members.
- 6) The Secretary, with Board approval and with the assistance of the Member at Large, makes arrangements to be represented at various community events. This may include, but is not limited to, TH Salute to Women, Chamber PMs, etc. This position is responsible for signage, giveaways/drawings, booth set-up, etc, for such events.
- 7) At the end of her term of office, this position will turn over all documents, files, etc, pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).

2011-2009 Carrie Cannon  
2009-2007 Carrie Cannon  
2007-2005 Heather Jungblut