

SECRETARY

The Secretary is elected by the members, serves two (2) years and is a voting member of the Executive Board.

QUALIFICATIONS

- Active in ODA or district association
- Able to record accurately and to report clearly and concisely
- Available to serve for two (2) consecutive years
- Computer word processing skills and email needed

RESPONSIBILITIES

- I. Attends all ODA Executive Board meetings (if unable to attend, appoints a proxy).
- II. Serve as an advocate for both ADA and ODA
- III. Maintains all powers and duties usually vested in the office of the Secretary
- IV. Minutes
 - A. Records minutes of all Executive Board and General Business meetings and any special committees or meetings as requested.
 - B. Prepares minutes of the Executive Board and General Business meetings. Within two (2) weeks after the meetings, sends a draft copy of the minutes to the ODA Office for review and then the reviewed copy to the ODA President
 - C. Sends the corrected minutes from the previous Executive Board and/or General Business meetings at least four (4) weeks prior to the next Executive Board meeting to the ODA Office for distribution to all Executive Board members
 - D. Provides a copy of the previous year's General Business meeting minutes to the membership attending the General Business meeting (via either the convention syllabus or web posting).
- V. Communications
 - A. Submits summary of Executive Board activities to the newsletter editor. See ODA calendar for deadline dates.
 - B. Contacts via telephone all ballot candidates regarding election results. Once notified, coordinates (with the ODA Office) the mailing of election results to all candidates. Notifies the Executive Board. Include a copy of the election results in the mailing of the Agenda and Minutes for the next Executive Board meeting. Submit "print ready" election results to the newsletter editor for the next issue of the newsletter.
 - C. Complete correspondence for the Association as directed by the governing board.