

Title: Secretary

Elected or Appointed Position: Elected every two years (Odd Year)

Service: 2 years

Overview: The Secretary will serve a two [2] year term. The Secretary will: serve as a member of the Board of Directors; supervise the recording and distribution of minutes of all WAND meetings, issue the WAND's official ballots and notify candidates and membership of election results; formulate and audit the financial records by WAND.

Duties: Prepares Board Meeting Minutes and Annual Business Meeting Minutes, Weekly Emails as needed, Sends Board Reports & Past Minutes to Board before Board Meetings, sends ballot and notifies candidates and membership of election results, member of the Financial Audit Committee

Checklist/Calendar:

Month	Duties	Done
June	Weekly WAND Emails – as needed	
July	Weekly WAND Emails – as needed	
August	Weekly WAND Emails – as needed Submits Report and Agenda items Send Board Reports and Past Meeting Minutes Attends August Board Meeting	
September	Weekly WAND Emails – as needed Send Board Meeting Minutes to Board	
October	Weekly WAND Emails – as needed Submit Information to Range Rider Newsletter	
November	Weekly WAND Emails – as needed	
December	Weekly WAND Emails – as needed	
January	Weekly WAND Emails – as needed Submits Report and Agenda Items Send Board Reports and Past Meeting Minutes Attends January Board Meeting	
February	Weekly WAND Emails – as needed Send Board Reports and Past Meeting Minutes Votes in WAND and National Election	
March	Weekly WAND Emails – as needed Submit Information to Range Rider Newsletter	
April	Weekly WAND Emails – as needed Annual Conference Submits Report and Agenda Items Send Board Reports and Past Meeting Minutes	

	Attends April Board Meeting Attends Annual Business Meeting Attends New Board Member Orientation	
May	Weekly WAND Emails – as needed Send Board Reports and Past Meeting Minutes	

Resources:

Academy Link: <http://www.eatright.org/affiliates/>

WAND Link: www.eatrightwyoming.org

DMIS (www.eatright.org/dmis) – password changed annually – provided by the Academy