**SECRETARY**

The specific duties of the Program Committee Chair include:

1. Attend Executive Committee (EC) Meetings (~8 per year) (EC meetings are normally held just prior to each dinner meeting -- usually 4:00-5:30 pm.)
2. Assist the Treasurer in meeting registrations and fee collections
3. Review ANSNE Activity List and recommend any needed adjustments
4. Participate in teleconference EC meetings (normally 2 per year June - August).
5. Take minutes of EC meeting and distribute for approval, resolve comments and issue final.
6. File approved minutes in record storage.
7. Approve paid-up members list for election ballot distribution.
8. Election committee chair or secretary shall send out election ballots.
9. File annual report to MA Secretary of State listing officers.
10. Support the annual financial audit and resolve questions/ discrepancies
11. Assemble annual report to ANS Local Section Committee for section Chair
12. Transition responsibilities to incoming replacement at the end of term

Note: Please refer to Activity Management Calendar for date and schedule for the listed responsibilities

Estimated time commitment: 2 to 3 hours/month in addition to meeting attendance.

Rev. 0 - Sam Martin

Rev. 1 –Steve Stamm