

Secretary

- Promotes the Financial Planning Association and Chapter mission and purpose.
- Attend monthly board meetings, chapter meetings and chapter activities.
- Take diligent meeting minutes during each board meeting.
- Keep attendance at each board meeting.
- Record all votes and notions during the board meetings.
- Participate in voting amongst the board.
- Circulate meeting notes prior to upcoming board meetings for the board's reviewal.
- Edit or alter notes based on feedback of the board.
- Provide historical context from previous meeting minutes as needed during meetings.