

Secretary

Specific Responsibilities

- Promotes the Financial Planning Association and Chapter mission and purpose.
- Attends monthly board meetings, chapter meetings and chapter activities.
- Takes diligent meeting minutes during each board meeting and put minutes in DropBox.
- Keeps attendance at each board meeting.
- Records all votes and notions during the board meetings.
- Participates in voting amongst the board.
- Edits or alters notes based on feedback of the board.
- Provides historical context from previous meeting minutes as needed during meetings.
- Stands in for Chapter Executive should she have to miss a Lunch Meeting