

**MARYLAND SCHOOL NUTRITION ASSOCIATION  
DUTIES AND RESPONSIBILITIES OF  
SPECIFIC EXECUTIVE BOARD OFFICERS**

**Secretary**

Purpose – To keep accurate records from each meeting with definite information of all correspondence and actions involved.

Responsibilities:

1. Serve for two years.
2. Send copy of all minutes to the Executive Secretary at least two weeks before the meeting so they can be included with other information being sent to participants.
3. Keep correct records of all procedures of each meeting and file in permanent record.
4. Attend all Executive Board, Executive Committee and Convention Committee meetings.
5. Be responsible for all delegated duties at the House of Delegates during the Annual Convention.

Activities:

1. Conduct correspondence at the direction of the President.
2. Be responsible for all delegated duties at the House of Delegates Meeting during the Annual Convention.