NDAESP Secretary/Treasurer Responsibilities

1. Elected by the members of NDAESP through the voting procedure prescribed in the constitution.

2. Keep records of the proceedings of the Association for a minimum of five years.

3. Minutes will be sent electronically to the State Editor to be posted on the association website.

4. Report on the proceedings of the Executive Board meetings and the general business meetings.

5. Serve office for a two-year term to begin July 1.

6. Answer correspondence as requested by the President.

7. Election for Secretary/Treasurer will be held on odd numbered years.

8. Report the financial status of the Association at the Executive Board & general business meetings.

9. Serve on the Budget committee.

10. Work with the NDCEL office to ensure that bills are paid and that the books are audited.

11. Attend NAESP National Convention during the first year of their second two-year term. Reimbursement will be based on current NDAESP protocols.

12. Provide an electronic summary to the State Editor of his/her experiences and responsibilities at the end of their term.