

## **NYSCHA SECRETARY**

**REQUIREMENTS:** 1. Current member of NYSCHA  
2. Previous experience in NYSCHA necessary  
3. Shall be on the staff at a NYS Institution of Higher Education during the term of office

**TERM:** Two years starting immediately after the annual meeting.  
Elected by membership in even years.

### **SERVES AS A BOTING MEMBER OF THE EXECUTIVE COMMITTEE**

**ACTIVITIES:**

1. Takes minutes of Board meetings and NYSCHA Business meetings. Distributes minutes to Executive Board members and district representatives.
2. Sends out reminders to Board members for upcoming meetings.
3. Writes an article for the NYSCHA newsletter.
4. Assist in the mailing of surveys, nominations, and other information to the members of NYSCHA.
5. Participates on the conference program planning committee and may assume some duties related to the planing and evaluation of the conference.