



LOSH Secretary

Duties:

- Shall be responsible for the minutes of the board meetings and the general meetings and submit for the LOSH President's approval.
- Shall take notes at any executive board discussion meetings.
- Shall maintain the records of meetings (hard copies of all meeting minutes).
- Shall report to the LOSH Board all correspondence received.
- Shall attend to correspondence as directed by the LOSH President.
- Shall remind committee chairs to file their reports on the LOSH website in April of each year so that any future chairs will have access to important information and statistics (these reports are to be sent directly to the designated website person).
- Shall take minutes at committee meetings when requested by the committee chair.

*Updated 1-2024*