

**ITAZUKE ALUMNI ASSOCIATION (IAA)
SECRETARY JOB DESCRIPTION**

The primary duties of the IAA Secretary are:

- 1. Take the minutes at each IAA Board of Officers/Biennial general membership meetings.**
- 2. Provide Board of Officers written minutes of the IAA Board meetings.**
- 3. Provide all notices in accordance with the provisions of the Bylaws.**
- 4. Custodian of the records of the IAA corporation.**
- 5. Maintain the database of the names & mailing addresses of each member/non-member who has requested to be informed of the activities of the IAA.**
- 6. Email the IAA newsletter to members and provide mailing addresses to Newsletter Editor/Publisher to mail “hard copy” newsletter to those who have requested that format.**
- 7. Email periodic “Itazuke Alumni Association Newsflashes” that relay important information to members.**
- 8. Review and approve or deny applications for membership in accordance with the Bylaws.**
- 9. Perform such additional duties assigned by the president or Board of Officers**