

Retired Faculty-Staff Association **Secretary Job Description**

The Secretary will take minutes of the semiannual RFSA full-membership luncheons and business meetings, as well as any meetings of the Executive Committee or Board. The Secretary will distribute minutes of the RFSA luncheon and business meetings and Executive Committee meetings to the Executive Officers for corrections and approval. The Secretary will distribute minutes of Board meetings to the Board members for corrections and approval. Approved minutes will be retained by the Texas Exes and Institutional Support officer. Approved minutes of the semiannual full-membership luncheons and business meetings will also be posted on the RFSA website.

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