



The Secretary shall:

1. To record or cause to record and subsequently review the minutes of all National Board of Director meetings and distribute or cause to distribute as required within twenty (20) business days from the date of the respective meeting.
2. Archive approved Board of Directors meeting minutes, Monthly Financial Reports, and National Annual Meeting minutes in cloud storage and ensure minutes and reports are posted on the NAPMW National Association website located at www.napmw.org.
3. Be responsible for sending out notices of all meetings of NAPMW and the call to the National Annual Meeting to all members and Local Associations.
5. Be custodian of the NAPMW tracking program and ensure Local association board meeting minutes are logged in the NAPMW tracking form.
6. Attest to all documents required for execution by the President of NAPMW.

7. Present a written report at the National Annual Meeting of the business transacted by the National Board since the preceding National Annual Meeting.
8. Retain all ballots for a period of thirty (30) days after the ballots are cast of after the close of on-line balloting.
9. Perform such other duties as may be requested by the President.