



STUDENT GOVERNMENT ASSOCIATION



Secretary- Office Description

- Keep a record of attendance at the meetings of the Student Senate
- Provide minutes of meetings to the following offices:
 - o Dean of Student Services
 - o Director of Student Activities
- Maintain an accurate, permanent file of all minutes and resolutions of Student Senate meetings
- Serve as chairman of any regular meetings where both the President and VP are absent
- Attend several leadership conferences (travel will be required)
- Concur with Vice President and President about meeting agendas