

SECRETARY/TREASURER

TERM: Two years

RESPONSIBILITIES:

1. Continually copy the WPRA Office on minutes, agendas, and other vital Section information to ensure that the website remains up to date.
2. Develop an e-mail directory for all Aquatic Section members.
3. Set up an account at a copy place near you, if needed. Compare prices to the previous secretary/treasurer's copy place. Try to get a similar price. There are roughly 150 pieces.
4. Set up an account at a bulk mailing business, if needed. They will need our bulk rate permit when setting up the account. It will cost more to have the envelopes stuffed, labels adhered, and zip codes sorted.
5. Call the WPRA office prior to each mailing (or email) to Aquatic Section members. Ask for an update of information on new members; this will keep our files current.
6. Obtain envelopes and letterhead from the WPRA office, if needed.
7. Put your handwritten minutes in a binder along with the typewritten minutes and the agenda. Pass this binder on to next year's Secretary/Treasurer.
8. Contact the WPRA Office at least one day prior to the scheduled Board meeting to get a current budget report.
9. Work with the Budget Sub-Committee within the Aquatic Section to provide suggestions and feedback on related items for Budget formulation for the coming year.
10. Serve as Chair of the Rules of Order Sub-Committee within the Aquatic Section.
11. Attendance at all Section Board Meetings is expected. You must inform Chair if unable to attend and provide a report that can be shared at said meeting.